**Guidelines for Technical Session Oral Presenters**

The time for oral presentation is limited by 15 minutes.

The oral speech is accompanied by a presentation made in MS Power Point™ Software Application with a volume of as maximum as 20 slides.

The first slide contains the name of the conference, title of a paper/presentation, name(s) of of author(s), affiliation(s), date of the performance, contact information of a speaker. The last slide can highlight contact information of all other authors of the presentation (if applicable).

The template of the first slide of the presentation is provided additionally (please see the relevant reference to the document at the web site of the conference).

*A recommended sequence of the presentation’s slides:*

* title information;
* plan of a presentation (no more than 5 bullets);
* main part;
* conclusion;
* acknowledgements and contact information (“Thank you for your attention!”).

*General recommendations for presentation preparation:*

* Design of the presentation should be simple and concise; for better perception of the information one can use graphs, schemes, tables, etc. However, an excessive application of the graphical information, photos (only for filling up the empty space) is inappropriate.
* The slides should be numbered with the identification of the total quantity of slides.
* Use only key words, phrases, and/or concepts rather than sentences and paragraphs. You will explain/discuss these key points in your Oral Presentation.
* Follow the 6 x 6 rule: Use no more than six words per line, and no more than six lines per slide.
* Use sans serif fonts as they are more appropriate and legible than other fonts. Limit your fonts to only two (2) typefaces.
* All text should be large enough to be read from any location in the room where the presentation is being projected. In general, 36-40 point is appropriate for Titles/Main Headings while 24-36 point is appropriate for Subtopics.

*\*Important information for conference participants:*

1. *a paper should be submitted to the conference organizers together with a submission form (please see the relevant reference at the web-site of the conference), either an expert conclusion or other written permission according to the procedure approved in the affiliation(s) that states about the absence of information of limited distribution or allows the transfer of the material to the conference organizers for open publication.*
2. *because the scientific and technical conference has an international status with a great number of foreign participants, it is recommended to prepare and submit science papers, posters, presentations or other display materials in English.*