

INTERNATIONAL SYMPOSIUM ON NON-COMMUNICABLE DISEASES



INSTRUCTIONS FOR SPEAKERS

We are looking forward to your presentation at the International Symposium on Non-Communicable Diseases.

Please find below the details for the oral presentations:

- Please arrive at the seminar room at least **10 minutes** prior to the start of your session and introduce yourself to the session Moderator
- Please sit towards the front of the seminar room
- The session Moderator will introduce and monitor the length of your presentation
- The presentations for **Keynote speakers** should be no longer than 30 min
- The presentations for speakers in "Parallel sessions" should be no longer than **15 min**
- There will be a **15 min** facilitated discussion after each session
- After the presentations, you will be invited by the moderator to sit at the panel for the discussion session
- Please use the PowerPoint template with Symposium Theme which will be sent by the symposium organizers
- Due to the online presentation system, all speakers are kindly requested to use provided PC onsite
- The speakers will not be able to use their personal laptops to present their Presentations
- For international speakers: The presentations and PowerPoints will be held in the English language
- For local speakers: The presentations and PowerPoints will be held in the Albanian language
- There will be simultaneous translations (with equipment) in Albanian, English, and Serbian languages
- Please name your final presentations in this way: **firstname_lastname.pptx**
- Please send your final presentation by **25 September 2023** in the following e-mail address: **info@ncdsymposiumkosovo.org**
- You can also bring your PowerPoint presentation **(in USB)** before the session and upload it to the computer in the seminar room where there will be a technician for assistance
- At the end of the Symposium, all presentations will be deleted from the presentation system and computers on-site

