

Dragon 5 Final Results and Dragon 6 Kick-off Symposium

24–28 June 2024 | Lisbon, Portugal



GUIDELINES FOR PRINCIPAL INVESTIGATORS

All **Dragon 5 European and Chinese PIs** are kindly requested to prepare a **joint project presentation** to report on the final scientific results of their project. The presentations shall be in English.

Please download [HERE](#) the customised **ppt template**.

Please check the online programme for your presentation location, date and time:

<https://www.conftool.pro/2024DragonSymp/sessions.php>

Presentation duration

Each project will have 45 minutes to report on the final project results including a minimum of 5 minutes for the Q&A. **** Presentations shall therefore not exceed 40 minutes to be jointly presented by the European and Chinese project PIs ****

Technical instructions for the preparation of the presentation

- Save your presentation with the extension .ppt, .pptx, .pdf. On site we may be using office 2021, ensuring anyway retro compatibility
- Use Microsoft Windows 10 or 11 default system font, otherwise please provide font package for later installation
- Presentations must be designed in 16:9 format
- Please use the following filename convention for your presentation file:
Oral-<abstract number>-<author surname>-<author given name>.ppt/.pptx/.pdf
E.g. Oral-123-Smith-John.pdf
- Supported data media for providing project presentations are HDD and USB (A or C)-Memory (Stick)

Presentation upload

The presentation should be provided in MS PowerPoint or Acrobat pdf at the Speakers Desk of the conference centre. A technician will be available to copy your presentation and to upload it to the relevant computer in the assigned session room. A network-based presentation workflow will be used along this symposium. The computers available at the Speakers Desk will have a shared folder with the computers located in each scientific session room and the same configuration. Presenters are advised to try out the proper functionality of their presentation and ensure that formulas/animations/videos are shown correctly.

Speakers should ensure that their presentation is uploaded the day before if their presentation is scheduled for the AM session and in the morning if their presentation is scheduled in the PM. Any presentation from personal laptops is not allowed to ensure a smooth programme running and minimise the transition time between presentations.

Following the symposium, the presentations in pdf format should be uploaded to the associated abstract on your ConfTool account <https://www.conftool.pro/2024DragonSymp/> and accessible via the Dragon website.

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During the session

Presenters should be in the session room 15 minutes before the session start to meet with the session chairs and ensure that the presentation is available on the room laptop.

Each meeting room is equipped with a laptop and a data projector. Presentations which have been uploaded at the Speakers Desk will appear on the laptop of the relevant scientific session room. Using the lectern laptop, you will be able to open, control and close your presentation. If you need help, you can call a technician in the room. Auditorium I is an exemption, the technician can take remotely control of the lectern laptop. They will open and close your presentation; you just need to advance the slides.

Following the end of the presentation, the project PIs should be available to answer questions from the audience that will be collected from the session Chairs.

The session Chairs will have the full control of the session flow; they will introduce the speakers and collect questions from the participants during the Q&A slot following each presentation.