

## INSTRUCTIONS FOR SPONSOR PRESENTATIONS

### Sponsor presentations time slots:

- Please, check the program overview to identify the day of your presentation.  
<https://www.eurocarb2023.com/eurocarb-program-abstracts/program-overview/>
  - You are requested to report to the chair.wo.man in the lecture room 5-10 minutes prior to the start of your session.
  - Speakers are requested not to exceed the allocated time: 5 min, no question, for Sponsor Presentations.
- Nb.:* the time schedule will be strictly followed and the chair.wo.men will be missioned for that.

### Presentations preparation and upload:

- Prepare your slides in landscape orientation. Standard video projection format ratio in 16:9 to maximize the image surface on the screens.
- Only pptx or pdf files will be accepted. If the presentation includes audio (sound or voice), animation or short movie file(s), speakers are advised to upload all files in a single zipped folder and check the links in the preview room (see below).
- Use of your own computer is not possible.
- Speakers are requested to **upload their presentation files at least 24h before the start of their presentation's session** using the appropriate webform:  
<https://www.eurocarb2023.com/sponsor-presentation-delivery/>

### AV equipment at Maison de la Chimie

- PC computers are equipped with pack office 365 (Microsoft Word, Excel, PowerPoint), Acrobat reader and VLC.

### Preview room (salle 103)

A Preview Room will be available onsite to check your uploaded files, if needed, before it is handed to the technicians of the projection rooms. Please visit it **at least half a day** prior to your presentation. The conference organizers decline all responsibility for presentations that will not be checked in due course.

#### Opening times

- Sunday, July 9th: 14:00 - 15:30
- Monday, July 10th: 8:00 - 9:00, 10:40 - 11:10, 12:30 - 14:00, 15:30 - 17h30
- Tuesday, July 11th: 8:00 - 9:00, 10:30 - 11:00, 12:30 - 14:00, 15:30 - 17h30
- Wednesday, July 12th: 8:00 - 9:00, 10:30 - 11:00, 12:30 - 14:00
- Thursday, July 13th: 8:00 - 9:00, 10:30 - 11:00

We look forward to meeting you in Paris! Please do not hesitate to contact the Symposium contact ([contact@eurocarb2021.com](mailto:contact@eurocarb2021.com)), if you have any questions.

The Organizing Committee

