

# OSSA Congress 2023

## Briefing for speakers

Thank you for agreeing to speak at the OSSA Congress 2023. Even if you are an experienced speaker, please read through the following guidelines.

- There will not be a speaker ready room. Your **presentation** should be loaded by the audiovisual team in the congress room where you will be presenting before your session, during a breakfast, tea, or lunch break, **preferably 2-3 hours before**.
- **Please refer to the following attachment:** *Star Sound - Technical Specifications for Presentations - OSSA 2023*
- If your presentation includes a video clip, this should be embedded in the power point presentation. It will not be possible for the audiovisual team to switch from a power point presentation to a video clip during your talk.
- Please make a point of **meeting the session chair(s)** before the session begins.
- On the podium, there will be only one lectern for the speakers. The speakers will use the same lectern successively. **It will not be possible for you to use your own laptop, as setting these up interferes with the smooth running and time-keeping of the session.** There will be a laptop on the lectern, where you will be able to see your presentation without having to look at the screen. There will be a laser pointer available at the lectern.
- **Please keep strictly to the time that is allocated to you.**
- We look forward to hearing your presentations at our congress.

Enjoy!