Monaco Symposium on Luxury 2023

Guidelines for Academic Presentations

Timing: You have approximately **15 minutes for presentation** and 5 to 7 minutes for questions.

Please make sure you are at the session room you present **at least 10 minutes prior to the start of the session** to allow time for uploading your presentation and meeting the session chair. The chair will remind the presenter of their timings before the start of the session.

Where: Presentations **will be loaded on the PC in the sessions room**. Presenters cannot use their own laptops for presentations. It is **required** that you **bring your presentation in a USB memory stick**. **Presenters will have to upload themselves their presentation 10 minutes before the start of the session.**

Please use the breaks to make sure your presentation is loaded on the session room computer, well before your sessions slot. You can find your session room in the Final Academic Sessions Program on the conference website. In the end of the day all presentations are deleted from the PCs.

Format: Presentations must be supplied **in PowerPoint (PC/Mac) format**

Support: Wifi will be available in all session rooms for presenter use if needed.

Admin support will be at the session rooms to help you if needed.

Guidelines for Session Chairs

Who is it: Please check the **detailed academic session program** sent, you will see there who the session chair is, under the session title.

Role: Session chairs should arrive at least **10 min. earlier** in the session room and:
   (1) *Check* that all *presenters uploaded* their presentations on the PCs;
   (2) *Present* the papers and authors;
   (3) *Remind* the presenters of the *15 min. time* limit for the presentation (+ 5 to 7 minutes Q&A), and that they will give them **a 4 and a 2 minutes warming**;
   (4) *Keep the time* and *remind* the presenters when they have 4 minutes remaining and again when they have 2 minutes remaining for the presentation;
   (5) *Facilitate* the **Q&A** at the end of the presentation.