



14TH EUROPEAN NUTRITION CONFERENCE FENS 2023, Belgrade, Serbia

Sava Center
14-17th November 2023



INSTRUCTION FOR PLENARY SPEAKERS, SPEAKERS IN SCIENTIFIC, INDUSTRY SYMPOSIUMS, SATELLITE AND INTERACTIVE EVENTS

Thank you for presenting at 14th European Nutrition Conference (FENS2023).

This instruction is made to help you prepare for your oral presentation. Please visit instruction regularly for updates on technical requirements, deadlines and general information.

1. PROGRAM

Please visit the following website to confirm the date/time, room of your presentation in the latest conference program.

<https://fens2023.org/#>

2. TIME ALLOCATION FOR PRESENTATION

Presenters in Symposiums are expected to attend the Conference in person and present their lecture at the Conference venue in their allocated session. Every symposium lasts 90 minutes.

Since different symposiums have different number of lectures, it is expected that the organizers of the symposium consent on the length of each presentation.

3. EQUIPMENT FOR PRESENTATION

- **PowerPoint** will be the only method of presentation available.
- Single screen will be available in most of the rooms (except in Halls B. The display has the resolution of **1920 x 1080 (Full HD)**).
- The use of the **conference official templates** for scientific symposiums' presentations is mandatory. The first slide of your presentation must have your name and presentation title. The second slide should be the disclosure slide.
- It is recommended that the file size does not exceed 2 GB.
- A laptop with **Windows 10, Office 365** will be provided in the session rooms.
- The Conference will not be able to support lecture presented on personal computers.



14TH EUROPEAN NUTRITION CONFERENCE FENS 2023, Belgrade, Serbia

Sava Center
14-17th November 2023



4. PRESENTATION HANDLING

You are requested to bring your presentation on USB stick to the **IT Room preferably one day before your symposium, but not later than one hour before the Symposium. IT Room is room 10 on the ground floor.**

Presentations will be uploaded by the technicians on the Cloud that will be accessible on the laptop in the allocated session room.

5. PC OPERATION AT THE VENUE

There will be a pointer in each room and all speakers are requested to switch the slides by themselves.

6. SPEAKERS' ROOM

The Speakers' Room is located on the groundfloor and it is marked as **MR 8 on the venue plan**. There will be available laptop and technical support. It will be open during the following hours:

Place:	Sava Center, the basement, MR 8		
Open hours:	November 13 (Mon)	12:00-17:00	
	November 14 (Tue.) to November 16 (Thu.)	8:00-19:00	

In the Speakers' Room you will be able to check with the technician the slides of your presentation if you wish.

7. NEXT SPEAKER'S SEAT

- All Symposium speakers are kindly asked to be at the allocated room at least 5-10 min before beginning.

Your presentation slides will be deleted after the conference, and will not be provided to any attendees nor opened to public.