



# World Biodiversity Forum

An Open Science Conference to Explore the Future of Biodiversity

23 – 28 February 2020, Davos, Switzerland

## Presenter Guidelines – Oral Presentations

Consult the [Conference programme](#) to find out the day, time, and room of your presentation. We will also have the detailed, up-to-date daily schedule up at reception, and on display on various boards around the conference venue.

Please upload your presentation either at reception or directly in the session room **at the latest at the coffee break half a day prior to your session**. I.e. if your talk is scheduled in the morning, upload it latest by 4pm the previous afternoon, if your session is in the afternoon, have it uploaded latest by 10am the same day.

### Presentation Format

We accept presentations in **PowerPoint** (MS Office), **Keynote** (Mac) and **PDF** format. No other presentation formats are accepted. Note that our machines are MacBooks equipped with MS Office and the Apple Office suite.

You **cannot** use your own computer for your presentations (exceptions are certain workshops that require a specific programme).

The presentation format is **16:9 by default**, but 4:3 will also be feasible.

### Presenting

Please make yourself known to your session convenors at the latest in the coffee break preceding the session you are presenting in. Please **be punctual** and be at the session room at least 5 – 10 minutes before the start of the session, so we can start on time.

### Use of Social Media

You are very welcome to share your impressions of the conference via social media channels. Distributing content/photos of presentations is only permitted with the presenter's/author's consent – please respect if s/he asks you NOT to share the content of his presentation.