



## INSTRUCTIONS FOR AUTHORS OF ORAL PRESENTATIONS

For the scientific reporting sessions, all Dragon 5 European and Chinese PIs are kindly requested to prepare a **joint project presentation** to report on the progress of each project to date including the latest scientific results. The presentations **shall be in English**.

Please download [HERE](#) the customised **ppt template**.

Please check the online programme for you presentation day and time:

<https://www.conftool.pro/2023DragonSymp/sessions.php>

### Presentation duration

Each project will have 45 minutes to report on the latest project achievements including a minimum of 5 minutes for the Q&A. **\*\* Presentations shall therefore not exceed 40 minutes to be jointly presented by the European and Chinese project PIs \*\***

### Filename convention and format

Please use the following filename convention for your presentation file:

Oral-<abstract number>-<author surname>-<author given name>.pdf

E.g. Oral-123-Smith-John.pdf

Presentations should be in MS PowerPoint or Acrobat pdf.

### Presentation upload

The presentation should be delivered via a USB memory stick in the registration area at IMNU. A technician will be available to copy your presentation and to upload it to the relevant computer in the assigned scientific session room. The computers available in the registration area will have a shared folder with the computers located in each scientific session room and the same configuration. Speakers should ensure that their presentation is uploaded by the local technician the day before if their presentation is scheduled for the AM session and in the morning if their presentation is scheduled in the PM. Presentations which have been uploaded in the registration area will appear on the computer of the relevant scientific session room. Any presentation from personal laptops is not allowed to ensure a smooth programme running and minimise the transition time between presentations. Presenters are advised to ensure that formulas/animations/videos are shown correctly.

Following the symposium, the presentations in pdf format should be uploaded to the associated abstract in your ConfTool account <https://www.conftool.pro/2023DragonSymp> for internal purposes.

Please follow the convention below for the file naming:

ORAL-<abstract number>-<author surname>-<author given name>.pdf

ORAL-123-Smith-John.pdf

Note: the upper file size limit is 20MB for upload in the ConfTool.

ESA-MOST Dragon Cooperation

# 2023 Dragon 5 Symposium

11–15 September 2023

Hohhot, Inner Mongolia, China



## **During the session**

Presenters should be in the session room 15 minutes before the session start to meet with the session chairs and ensure that the presentation is available on the room laptop. The presentation will be launched by the technical team. Following the end of the presentation, the project PIs should be available to answer questions from the audience that will be collected from the session Chairs.

The session Chairs will have the full control of the session flow; they will introduce the speakers and collect questions from the participants during the 5 min Q&A slot following each presentation.