



# ASSURING THE INTEGRITY OF THE FOOD CHAIN: DELIVERING REAL WORLD SOLUTIONS

FoodIntegrity Conference, 14-15 November 2018, Nantes, France

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## Guidelines for oral presentations

The purpose of this document is to advise speakers on the required format when preparing their presentation for this conference.

### 1. Language

Your presentation must be prepared **in English**, the official language of the conference.

### 2. Length, time keeping

Your presentation should be strictly based on the timings in the programme.

Please be aware that session chairs will enforce time limits strictly.

There will be time for discussions at the end of some sessions, as stated in the programme.

Otherwise, please allow a few minutes for questions and answers within your allocated time slot.

### 3. Format

Presentations should be in **Microsoft PowerPoint** (Microsoft Office 2003 or higher).

Recommendation: use at least a 32-point font for titles and 24 for body text.

Please number your slides (1/10, 2/10, etc.)

### 4. Submission

In order to check it for technical issues and to avoid handling mistakes under pressure during the conference, please **send your presentation** to the organisers at [info@foodintegrity2018-nantes.eu](mailto:info@foodintegrity2018-nantes.eu) by **Friday 9<sup>th</sup> November 2018 at the latest**.

For any questions related to the programme or your presentation, please contact the conference organisers at: [info@foodintegrity2018-nantes.eu](mailto:info@foodintegrity2018-nantes.eu).