**Subject: Instructions to the CECE 2024 oral speakers**

Dear CECE 2024 oral speakers,

To ensure the smooth functioning of the CECE 2024 conference, please take note of the following important instructions:

* **Review the Program**: Please check the program (accessible via the QR code below) and confirm the day and time of your session.



* **Upload Your Presentation**: During the tea or lunch break before your session, please check in at your session room and upload your presentation onto the Lectern PC using your USB drive. Our student volunteers will be available to assist with this process.
* **Use the Lectern PC**: All presentations must be made using the Lectern PC to avoid delays. Please ensure your slides are uploaded ahead of time.
* **Presentation Timing**:
  + Regular and invited speakers are allocated 15 minutes (12 minutes for the presentation + 3 minutes for Q&A).
  + Keynote speakers have 20 minutes (15 minutes for the presentation + 5 minutes for Q&A).
* **Giving Your Presentation**: Use the Lectern PC to share your screen, and we encourage you to use the laser pointer during your talk.
* **Time Management**: Please adhere to your allocated time, including Q&A. A volunteer will give you a 2-minute warning before your time ends.

Thank you for your valuable contribution.

On behalf of the CECE 2024 Chairs