SPEAKER
GUIDELINES

Presentation Location

The International Conference on 3D Printing and Additive Manufacturing
Hosted by **Scope Conferences**, the event will take place in **Rome, Italy**, at the **Hampton by Hilton Rome North Fiano Romano**.
The conference will begin at **8:30 AM** with an **opening ceremony** and an exciting lineup of **keynote presentations**, **speaker sessions**, and **poster presentations**.
We kindly ask all attendees to arrive at the meeting room well before the start time to ensure a smooth and punctual start to the day.

Speaker Guidelines

We are excited to have you as a speaker at the conference! Please review the following guidelines to ensure a smooth and impactful presentation:

➢ **Presentation Duration**: Speakers are allotted **25-30 minutes** for their presentation, followed by a **5-minute Q&A session**.
➢ **Language**: The preferred language for presentations is **English**. If you require translation assistance, please notify us in advance.
➢ **Submission Requirements**:
  ▪ Format: **PowerPoint (PPT)**
  ▪ File Size: Maximum **30MB**
  ▪ File Naming: Label your file with your **first and last name**.
  ▪ Deadline: Submit your presentation at least **15 days before the conference** to **contact@scopeconferences.org**.
  ▪ Backup: Bring a copy on a **USB drive** or **hard disk** as a precaution.
➢ **Provided Equipment**: The meeting room is equipped with:
  ▪ A digital projector and screen
  ▪ Laptop
  ▪ Slide presenter with a pointer
  ▪ Microphone and basic sound system

If you have any questions or special requirements, don't hesitate to contact us. We look forward to your presentation!

Certificates

Participants will receive certificates from the session chair or co-chair after the conference or their presentation.

Poster Presentation Guidelines

➢ **Poster Dimensions**: Posters should be **1 meter in height** and **1 meter in width**.
➢ **Setup**: Posters must be mounted on the designated walls at least **one hour before** the poster sessions start, as outlined in the final program.
➢ **Certificates**: Participants will receive certificates either:
  •During the **closing ceremony** at the end of the conference
  •Or immediately following the conclusion of the poster sessions.
We look forward to showcasing your contributions!

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