General Information for Presenters

It is the presenting author's responsibility to ensure that:
 -a disclosure slide is included directly after the title slide;
 -disclosure information is provided verbally to the audience;
 -trade names, commercial company logos, and taglines are removed from all slides.

Registration Opening Hours
Tuesday 19 March	15:00 – 18:00
Wednesday 20 March	07:00 – 18:00
Thursday 21 March	07:00 – 18:00
Friday 22 March	07:00 – 14:00

Your official participant name badge is required for admission to the Congress Centre and to all Congress events. For security reasons, participants are requested to wear their badge at all times.

Speaker Preview Room
This room has been designed to allow speakers a place to prepare their presentation. Speakers are able to update presentations up to **3 hours** before their session starts using computers located in the *Speaker Preview Room*. Please bring any revisions for your presentation to the Speaker Preview Room.

We kindly ask that all speakers come to the Speaker Preview Room and sign in. This will serve as an indication to the relevant session Chairs and/or moderators whether or not you are in the building.

All presentations will be delivered at a resolution of 1920 by 1080 pixels on a PC with Windows 10 and PowerPoint 2019.

- **If your presentation is in the morning please come the day before. Your presentation will be placed on a server.**

Speaker Preview Opening Hours:
Tuesday 19 March	15:00 – 18:00
Wednesday 20 March	07:00 – 19:00
Thursday 21 March	07:00 – 19:00
Friday 22 March	07:00 – 14:00

In order to prepare your PowerPoint presentation, please find below the seating capacity of each room where sessions are being held:

Silver room   1500 pax
Red room   500 pax
Yellow room 350 pax
Blue room   300 pax

Responsibilities

- **Meeting with your Session Chair / Moderator**
  Speakers should plan to meet with the Session Chair in the session room where the session is to be held 10 minutes before the session is due to start. The purpose of this meeting is to discuss general session arrangements. Your session Chair has been encouraged to contact you prior to the meeting to request a copy of your presentation and a short bio with which to introduce you.

- Introduce yourself to the session Chair. He/she will instruct you to seat yourself either on the podium or in the front row.

- After the session Chair introduces you, position yourself on the podium and place the microphone approximately six inches from your mouth. A laser pointer will be available for use at the podium.

- Please explain any acronyms used in your oral presentation as well as your visuals for the benefit of all attendees.

- All presentations are to be in **English** followed by questions in English.

- **Length of Presentation**
  The length of time allotted for each presentation depends on the overall length of the session and the number of speakers in the session. **Please ensure you keep track of your presentation time as each session has a strict time limit**. Structure your presentation so that you present the main points and allow sufficient time for questions and discussions. There may not be enough time to go into all of the details, so please communicate only the most important points.

Chair information

- ▪ Please prepare one question for each presentation in case no questions are received from the audience.
- ▪ Please keep the intro of the speakers short
- ▪ Please monitor the time of your session

General instructions

- Presentations as well as all audio-visual material should be presented in English (slides). All presentations are held in **Microsoft Powerpoint on a PC running Windows**.

- If you are using other software than Microsoft Powerpoint on a PC running Windows (example : OpenOffice, Powerpoint for Mac, Keynote) please make sure your presentation is converted to Microsoft Powerpoint for Windows PCs before you travel to the congress (preferably by trying the converted presentation on a Windows PC).

- **Presentations in Acrobat PDF format, Word format, Keynote or Prezi are NOT accepted**.

- Prepare a slide disclosing all commercial relationships or other activities that might be perceived as a potential conflict of interest. This slide should be shown at the beginning of your lecture (2nd slide)

- Computer projection will be available. A single computerized system will manage all projections and will send the presentations to the assigned congress rooms automatically. This method guarantees an easier management, a higher quality of projection and a quicker and smoother running of the presentations. The use of personal laptops, Ipads, etc (MAC and PC) for presentations in the congress rooms will not be allowed.

- In the **Speakers Preview Room, a technician assists the speaker** to transfer his or her presentation into the central congress network. When the transfer is complete, the technician performs a quick run of the

presentation with the speaker to check whether the presentation runs correctly and all parts of the presentation are copied.
Desktop computers will be available at the speaker's secretariat for last minute changes and reviewing your presentation.

- No more changes can be made inside the session rooms where the session takes place

- In each conference room, a technical assistant starts each presentation at the right time using the computer connected to the central congress network. When the presentation is launched, the speaker has control and can navigate with a remote device.

- The lectern displays your slides as well as your notes.

Technical instructions

- During the congress, presentations will run on PowerPoint 2019 with a resolution of 1920 x 1080 pixels. **This is a 16:9 format and NOT a 4*3 format**. If your presentation is in the 4:3 format then the presentation will have black stripes on the left and right of the screen see difference on screenshot below.
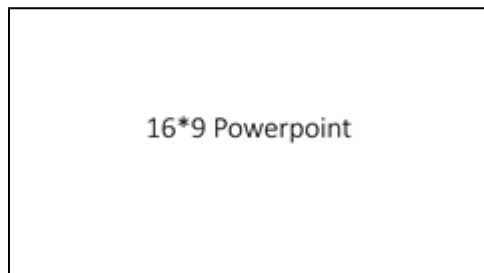
- Transforming a 4*3 presentation can be done by changing the Slide Size from 4*3 to 16*9. This function can be found under the "Design" menu. **Be**

careful when you do this and double check every slide carefully as the layout of your slides and pictures may have changed. Adjust them accordingly so they look ok in 16*9 format.

- Your presentation should be prepared in PowerPoint 2010, 2013,2016 or 2019.
- Preferred page setup is landscape orientation with high-contrast lettering and readable fonts (minimum font size = 24)
- Use high-contrast colors: light text on dark background or vice versa
- A maximum of 7 lines / slide and 5 words / line will improve the communication value of your slide.
- USB memory sticks are recommended to facilitate the presentation download at the Slide Preview Room. It is also possible to download the presentation from a personal laptop at the Slide Preview Room, provided that the speaker stops at the Slide Preview Room at least two hours before the beginning of the session.
- Only single projection is available in the congress rooms, as the Organizer does not foresee the double projection.

Transitions:
- Please don't use timer controlled transitions. Timer controlled transitions are transitions that will switch to the next slide after x seconds or minutes. This will interfere with our cue light system and confuse you during your talk.

Pictures:
- Do NOT save the picture as BMP or TIFF (size is too big)
- Images with .gif and .jpg extensions are recommended to obtain a light presentation (other kinds of extensions - recognizable by Power Point - will be accepted all the same).
- Save the pictures used in your presentation on your CD, DVD or USB-stick (In case of problems we can re-insert the original).

Video:
- Movies must not exceed 50 MB each (50 mb is not necessary the limit, we can handle larger movies without any problems but the video may not show up smoothly). Always bring your movies on DVD or other support, and

inform the technicians at the Slide Preview Room the day before the presentation.
- MPG (MPEG), MP4, MOV, WMV or AVI are the only acceptable video formats
- Save the videos used in your presentation on your USB-stick CD or DVD (In case of problems we can re-insert the original).
- Movies should start automatically on your slide : on the lectern there is no mouse to click on a movie to start it

HTML:
- If you use hyperlinks to websites in your presentations, please download the website to your USB-stick CD or DVD. Try to avoid many different folders on the medium.

Graphics:
- Save the graphics or spreadsheets (Excel) used in your presentation on your USB-stick CD or DVD (In case of problems we can re-insert the original graphics or spreadsheets). It is also a good idea to save your graphics as a picture to avoid having your numbers changed automatically by Powerpoint from using , as decimal point to . or vice versa.

Fonts:
- Try to avoid use of non Standard Windows fonts. If you are using specific, non Standard Windows fonts (or if you are using Apple fonts not known on Standard Windows) then: include the fonts you have used on your USB-stick CD or DVD

Apple:
- Please give your filename an extension ".PPT".
- Check your presentation on a Windows (preferably Win10 with powerpoint 2019) machine before you bring it to the conference. This will avoid a lot of stress at the conference: you will not have to fix things that are not working after the conversion from Apple to Windows at the conference