

GENERAL INFORMATION FOR PRESENTERS

It is the presenter'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 Desk Opening Hours

Tuesday 17 November	16:00 – 18:30
Wednesday 18 November	09:00 – 18:30
Thursday 19 November	07:00 – 18:30
Friday 20 November	07:00 – 15:00

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

Speaker Preview Room (Room 134 - Level P1)

In case you have a presentation, you can download the official PowerPoint template **from this link**.

All presenters can upload their PowerPoint presentation in advance of the conference – detailed upload instructions are available **from this link.**

The Speaker Preview 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 11 and PowerPoint 2024.

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

Speaker Preview Room Opening Hours:

Tuesday 17 November	16:00 – 18:30
Wednesday 18 November	09:00 – 18:30
Thursday 19 November	07:00 – 18:30
Friday 20 November	07:00 – 15:00

Please find below the seating capacity of the session rooms:

Room 111+112: 1200 pax
Room 211: 500 pax

PRESENTER RESPONSIBILITIES

- Speakers should plan to **meet with the Session Chair** in the room where the session is to be held 15 minutes before the session is due to start. The purpose of this meeting is to discuss general session arrangements.

- 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, step up to the podium. Position the microphone approximately 15cm from your mouth. A laser pointer will be available 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.

- After your presentation at the lectern, please take your seat next to the Chair, on the stage, together with the other session speakers until the session is over, to be able to take questions or participate in discussion.

- **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 full details, so please communicate only the most important points.

SESSION CHAIR RESPONSIBILITIES

At the start of the session, please inform the audience:

- They can send questions at any time via the QR code on the session overview slide.
- A standing microphone is also available in the aisles for participants who prefer to ask questions directly.

Essential points:

- Keep speaker introductions brief.
- Monitor the timing of your session.
- Prepare one backup question for each presentation (in case no questions are received from the audience).
- All submitted questions will appear on an iPad provided to you by the hostess. You choose which questions to ask; the audience will not see the full list.

GENERAL PRESENTATION 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 conference (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 computerised system will manage all projections and will send the presentations to the assigned conference 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 conference rooms will not be allowed.

- In the **Speaker Preview Room, a technician assists the speaker** to transfer his or her presentation into the central conference 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 in the Speaker Preview Room for last-minute changes and reviewing your presentation.

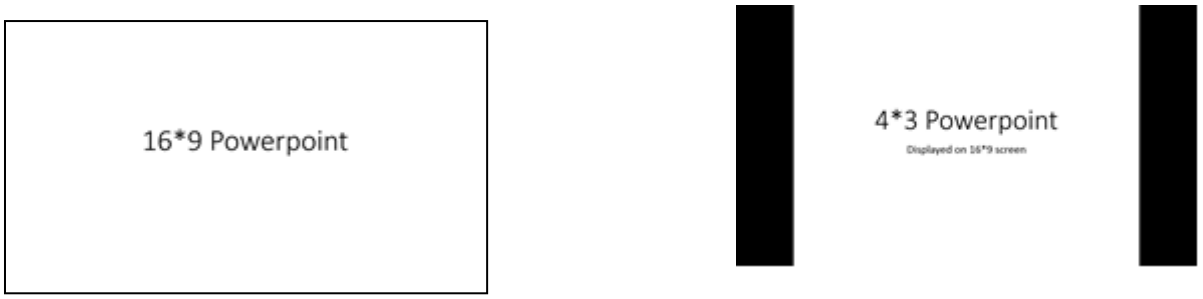
- **No more changes can be made inside the session rooms where the session takes place.**

- In each conference room, a technical assistant starts each presentation at the right time using the computer connected to the central conference 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 conference, presentations will run on PowerPoint 2024 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 screenshots 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 (2024 or later), ideally using the latest version for optimal compatibility.

- Preferred page setup is landscape orientation with high-contrast lettering and readable fonts (minimum font size = 24).

- Use high-contrast colours: 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.

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).

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.

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 Win11 with PowerPoint 2024) 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