

# INSTRUCTION FOR SPEAKERS

## How to Submit Presentation at the Meeting

Please bring all digital files needed for your presentation to the **Slide preview station**;  
Presentation in room 1-4, station located **in Room 1 at M floor**.  
Presentation in room 5, station located **in Room 5 at M floor**.  
Presentation in room 6-7, station located **at B floor**.

Technical specialists will help you upload your files onto the conference computer system. At the time of your presentation(s), your file(s) will be ready in the respective meeting room(s).

Please come to the Slide preview station at least **1.5 hour before** the beginning of your session. In case your presentation has been scheduled for a morning session, please come to the Slide Preview station the day before your presentation.

## Slide Preview station opening hours

Wednesday, December 14	14.00 – 18.00
Thursday, December 15	07.30 – 16.30
Friday, December 16	07.30 – 16.30
Thursday, December 17	07.30 – 15.00

In order to avoid technical problems during your presentation, please make sure your submitted files are in a compatible format. To do so, please read carefully the instructions below.

## How to prepare presentation

### PowerPoint Instructions

- Use the Microsoft PowerPoint 2019 or higher (\*.ppt) or (\*.pptx) to ensure compatibility with the on-site PC.
- Prepare presentation in 16:9 format—this is the default on most computers. We recommend that you save your PowerPoint presentation using PPT or PPTX format instead of PPS.
- If you have images or videos in the presentation, please insert them in the presentation file; do not use links.
- Please keep in mind that we cannot guarantee the quality of Macintosh-based presentations; check in advance (3 hours before your session starts) with the Slide Preview station personnel to determine the Windows compatibility of your presentation.
- Note that the presentation system used during the congress also supports the PDF format.

## Fonts

Only fonts included in the basic installation of MS-Windows are available (English version of Windows). Use of other fonts not included in Windows can result in alterations of the layout / style of the presentation. Suggested fonts are: Arial, Times New Roman, Tahoma, and Calibri. If you prefer to use other fonts, please make sure that these are embedded in the presentation by choosing the correct option when saving the presentation. See details below:

- Click on “File“, then “Save As“
- Check the “Tools“ menu and select “Embed True Type Fonts“

## How to Save Presentations

Save your presentation in one of the following disc or medium:

- USB flash drive
- External hard or solid state drive

Save all files associated with the presentation (PowerPoint file, movie / video files, etc.) to one folder / location. If you have more than one presentation during the congress, please save different presentations to different folders and name them clearly to avoid on-site misunderstandings. Always make a backup copy of your presentation and save it on a different portable disc or medium than the original presentation. DVD-RAM and Blu-ray Disc will not be available.

## Other Information

Your own computer for the presentation will be accepted **only in urgent cases** when compatibility with our system cannot be achieved.

All speakers are requested to keep the time of their presentation.

List of standard equipment of the rooms.

- LCD projectors with screen for all rooms
- Laptop
- Sound system and microphones
- Remote control with laser pointer