

SPEAKER GUIDELINES

All speakers are invited in the Preview Room to upload, test and validate their presentation **one day before their session or at least two hours before the starting time or their session**. The perfect functioning of presentations received after this deadline will not be guaranteed.

To allow each speaker enough time to check their presentation, **only minor modifications are allowed** to be made on the working stations in the Preview Room.

Presentation format

- All presentations should be in **PowerPoint format** and **PC compatible**
- **The projection format will be 16:9**, please use this format when creating your slides
- PowerPoint 2016 and previous versions are accepted
- Save your file with a .pptx extension for a better compatibility
- Media elements:
 - Use the 'Insert' function to integrate media elements, such as **images** and **video**
 - Try to limit the size of your videos and sound to **1GB** and use formats such as .mp4 and .wmv if possible
 - If your video files come from a medical equipment, make sure you do not need a special proprietary software to play it on a PC
- If you work on a Mac try to avoid specific fonts in Mac OS and rather choose Windows compatible fonts
- **You should bring a copy of your presentation, including a copy of your video file(s), on a USB flash drive or an external hard drive.**
- Please note that under no circumstances will personal laptops be used in the session rooms.

Preview Room

A dedicated team of expert technicians will assist the speakers with uploading and verifying their presentations.

AV equipment in the session rooms

Each session room will be equipped with a PC at the lectern, which is connected to the Preview Room and which will be used to project all presentations.

- Once you are at the lectern, simply click on your name to launch your presentation, then use the arrows on the keyboard or the mouse to advance your slides. At the end of your presentation click 'Escape' to go back to the main menu.

Recording of Your Presentation

When you submit your presentation to the preview room, please indicate if you allow us permission to broadcast your presentation on supporting materials relating to the congress.