SPEAKER GUIDELINES

All speakers participating in a session at the conference **must report to the Preview Room to submit and validate their presentation**, either the day before or at the latest two hours before the start of their session. The proper functioning of presentations received after this deadline cannot be guaranteed. **No presentations sent by email before the conference will be accepted.**

To ensure that each speaker has enough time to check their documents, **only minor modifications will be allowed on the Preview workstations**.

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 2019 and previous versions are accepted
- Save your file with a .pptx extension for a better compatibility
- <u>Media elements:</u>
- 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.**
- <u>Please note that under no circumstances will personal laptops be used in the session rooms.</u>

Preview Room / Level C, Room Chêne

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 open 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.

Confidentiality

All presentations and connected files are stored and kept exclusively during the congress. Each speaker can access and modify his/her own presentation but does not have access to other speakers' presentations. All the data will be deleted from the computers after the event, unless there is a specific authorization from the organizer or from the authors mentioning otherwise.