

On-site Instructions for Invited Speakers and Oral Poster Presenters

All Invited Speakers and Oral Poster Presenters must check in with the technician at the Speakers' Ready Room.

- Please make sure that your PowerPoint presentation is in Widescreen (16:9)
- Speakers who wish to use Presenter View mode should update the technicians in the Speakers' Ready Room about it when they upload their presentation.

Speakers' Ready Room Opening Hours

Date	Speakers' Ready Room Hours
Monday, 13 May	07:30 – 17:50
Tuesday, 14 May	08:00 – 17:50
Wednesday, 15 May	08:30 – 17:50
Thursday, 16 May	07:00 – 13:30

**Note: Speakers involved in Saturday, 11 May and Sunday, 12 May Pre-Conference sessions are asked to upload their presentation slides in their session hall at the AV Control desk on Saturday (from 07:30) or on Sunday (from 08:00). Please bring your PowerPoint slides on a USB stick.*

Presentation Layout and Ratio

- **Format:** Your presentation should be prepared in .PPT or .PPTX format.
- **Ratio:** Please note that the Congress computers in the session halls are supplied with Office 2019 (at least)

and the native ratio of the projection on the screens in the Halls is 16:9. The Congress will not be able to support lecture slides presented on personal computers.

Onsite Presentation Slides Upload

- Please note that your slides must be finalized and ready on the day of your session.
- To upload your presentation, you must bring your slides to the **Speakers' Ready Room** on a USB stick as soon as you arrive at the venue in the morning – and at least 2 hours before the start of the session.
- If you include video clips in your PowerPoint presentation, be sure to test it with the technician in the Speakers' Ready Room at least 2 hours before the start of the session or as soon as you arrive at the venue in the morning. Please make sure to check it with the technician in the session hall where your lecture is taking place, during a coffee or lunch break prior to your session, at least 30 minutes before the start of the session – even after checking it in the Speakers' Ready Room.

Important for MAC users

To use MAC presentations on a PC compatible computer, please note that you need to prepare your presentation according to the instructions below, before taking it to the Speakers' Ready Room:

- Convert it to PowerPoint or PDF.
- Use a common font, such as Arial, Times New Roman, Verdana etc. (Special characters might be changed to a default font on a PowerPoint-based PC).
- Insert the images as JPG. The following file types will

NOT be visible on a PowerPoint based PC – TIF, PNG or PICT.