Guidelines for Speakers and Oral Presenters

All Invited Speakers and Oral Presenters must check in with their presentation on a USB Memory stick with the technician at the Speakers' Ready Room. Please make sure that your PowerPoint presentation is in Widescreen (16:9).

The scientific programme can be viewed on the Conference website [here.](#)

<u>Kindly find below some important and useful information for your presentation.</u>

SPEAKERS' READY ROOM HOURS

The Speakers' Ready Room (located in **<u>Wellington Hall, Street Level</u>** at the venue) will operate during the following hours:

Date	Speakers' Ready Room
Tuesday, 5 December	07:30-20:00
Wednesday, 6 December	08:00-18:30
Thursday, 7 December	08:00-19:00

PRESENTATION SLIDES

[Click here](#) to download the PowerPoint slide deck template (16:9)

PUBLICATION CONSENT FORM

You will be sent login details to access and complete a Publication Consent Form. In order for us to use a recording of your presentation in our scientific programme, we need you

to complete this form.
Please complete this prior to the conference.

DATA PRESENTATION

If you are using a PowerPoint presentation (or any other PC-based application), please note that you have to upload it on a USB Memory stick in one of the Speakers' stations as soon as you arrive at the Venue in the morning — and at least 2 hours before the start of the session.

Please note that **only** conference computers are used in the session halls. These are supplied with Office 2019 (at least) and the native ratio of the projection on the screens in the halls is 16:9. The meeting will not be able to support lecture slides presented on personal computers.

If you include video clips in your PowerPoint presentation, be sure to test it with the technicians next to the Speakers' Ready Stations 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 NOTE FOR MACINTOSH USERS

To use MAC presentations on the PC compatible congress computer, please note that you need to prepare it according to the instructions below, before taking it to the speaker room:

1. Convert it to PowerPoint or PDF.
2. 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).
3. Insert the images as JPG files (and not TIF, PNG or PICT

— these images will not be visible on a PowerPoint based PC).