On-site Instructions for Invited Speakers and Oral Poster Presenters

All Invited Speakers and Oral 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' Ready Room Hours

Date	Speakers' Ready Room
Thursday, 22 May	07:00 – 18:30
Friday, 23 May	08:30 – 18:00
Saturday, 24 May	08:30 – 18:00

DATA PRESENTATION

If you are using a PowerPoint presentation (or any other PC-based application), please note that you have to deliver it on a USB Memory stick to one of the technicians in the Speakers' Ready Room 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 Conference 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 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 NOTE FOR MACINTOSH USERS

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

Convert it to PowerPoint.

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 files (and not TIF, PNG or PICT – these images will not be visible on a PowerPoint based PC).