SPEAKERS' GUIDELINES

Guidelines for your <u>talk in the Meet the Experts Session</u>

1. Bring your presentation on a USB Drive <u>DIRECTLY</u> to the Session Hall and plug it into the computer. If you should need technical assistance, please refer to the Room Attendant.

2. Please be there 10 min before the session is starting.

3. Confirm your presence to the Room Attendant of the session.

4. The Chair Person will describe the method he or she will use to alert you in case you exceed the time limit of your presentation. <u>Please keep the time that has been foreseen for your talk!</u> The congress has a very tight schedule.

5. A computer will be provided on stage. The use of private laptops/computers on stage is not recommended, as it will cut part of your presentation time.

6. Q&A: Calculate 2-3 minutes for Q&A in your dedicated time of talk. If you finish your talk early enough, the Chair Person will ask the audience for questions.

Presentation Format

1. PowerPoint is the presentation programme available in all session halls.

2. The fonts that are used in the presentations need to be latin-based fonts. If you need special fonts, they should be stored as „embedded fonts" with the presentation (File -> save as „name of presentation" and under „tools" ->save options mark the checkbox „embed True type fonts" and select „embed all characters").

3. When using mathematical symbols please use these which are available under Latin fonts (unicode or DOS: Western Europe). These can be shown without any problems in Office 2013.

4. Format for embedded movies: "mp4" and "wmv"

5. Presentations should be saved as „*.ppt", "*.pptx" (= PowerPoint) or „*.pps",*.ppsx" (=PowerPoint Slideshow) – file and movies might be separate files on the data media (if not embedded).

6. Overhead projection, slide projection or flipchart are not available.

7. All computers and projectors will be set up and optimised for 4:3 ratio (mostly 1024x768 resolution). Please catch up these specifications to have a well prepared presentation.