



SPEAKER GUIDELINES

Speaker Slide Center - Presentation Management System

Speakers lecturing at the conference will be required to sign into the Speaker Service Center (SCC) no later than 2 hours before the start of their lecture. The SCC is equipped with terminals where speakers can upload their presentation into the presentation management system. The system will ensure that proper presentations are available in the right lecture room, at the right time.

Speaker Service Centre

The SCC is located on the groundfloor, meetingroomd E001, across from the registration desk. Signage at the venue is plentiful and hostesses for directions are available on site.

Opening Hours

The SCC opening hours will be as:

- Saturday June 30
8:00 - 18:00
- Sunday July 1
8:00 - 18:00
- Monday July 2
8:00 - 18:00
- Tuesday July 3
8:00 - 18:00
- Wednesday July 4
08:00 - 12:00

Presentation Upload

our skilled IT crew will assist with converting (when necessary), media embedding and uploading your presentation. Accepted media in the SCC are CD/DVD-ROM and USB memory drives.

During opening hours the SCC will be fully staffed. Please note the increase in activity during coffee and lunch breaks. We advise using the SCC in the morning or during sessions.

When you successfully added your presentation into the Presentation Management System (PMS), we strongly advise you to use the demo lectern that is set up at the SCC, to familiarize yourself with operating your presentation, and get comfortable behind the touch screen control unit. Hostesses and IT specialists will be present to answer any questions and explain the functions of the unit to you.

Technical Requirements

The PMS is thoroughly tested, and compatible with all versions of MS PowerPoint. **Keynote (Apple) presentations are not supported, and cannot be converted. If you are a mac-user, please use PowerPoint for Mac.** Feel free to embed localized video files in your presentations. However make sure to always bring a standalone copy of the video file to the SCC. Please see the detailed technical specifications.

Restrictions

It is not possible to attach laptop computers to the system for file transfer, nor do we facilitate the use of laptop computers in the lecture rooms.



Congress Secretariat

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Upon entering the stage for your lecture, you will find your name on the touch screen control unit in your lecture room. When you tab your name, your presentation will start, just as you practiced in the SSC.

Technical Requirements

In order to guarantee your presentation will be displayed properly, please note the following technical requirements and general notes.

Compatibility

Microsoft PowerPoint 2013 and all earlier editions. Any presentation format that can convert to PPT. Please note that Apple Keynote presentations cannot be converted to PPT.

Aspect Ratio

Presentations should be formatted in a 16:9 aspect ratio.

Audio Integration

- Mp3
- WAV

Video Integration

- DivX H.264
- Xvid / Mpeg-4
- On2 VP7
- Mpeg-2 / Mpeg-1
- Windows Media 12
- Mov files
- Flash

Please always bring a copy of embedded audio and video files to SSC. Our IT specialist might need to convert them.

Please account for extra time in the SSC if your presentation holds one of the following features.

- MOV-file movies
- TIF-file images.
- Hyperlinks inside presentationd
- Starting a movie by clicking it.
- Flash Movies.

In all cases, at the SSC your presentation and all its features will be properly tested and reviewed.



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