

INSTRUCTIONS FOR ORAL PRESENTATIONS

AV Equipment in each hall

- screen (ratio 16:9)
- presenting PC (It is connected via LAN with the Speakers Ready Room.)
- beamer
- presenter (remote control)
- timer
- sound system
- microphones

PowerPoint instructions

All session halls are equipped with standard PowerPoint presentation facilities. All presentations will be networked to the appropriate room from the “Speakers’ Ready Room” (located in the room D). **Your presentation must be submitted to the “Speakers’ Ready Room” at least 30 minutes before the beginning of your session.** A technician is available in every session room to provide assistance when needed. Due to the online presentation system, all speakers are kindly requested to use provided PC onsite. Please be present in the session room 15 minutes prior to the start of your session and follow the instructions from the Chairs and/or technician.

General Information

- Please use the Microsoft PowerPoint* (*.ppt) or (*.pptx), or Adobe Acrobat Reader (.pdf) to guarantee they will open successfully on an on-site PC.
- We recommend you save your PowerPoint presentation using PPT(X).
- Please note that we cannot guarantee the quality of MacIntosh-based presentations, please check in advance (2 hours before your session starts) their Windows compatibility.
- Please prepare your presentation in 16:9 format (screens are in 16:9 aspect)

Pictures/Videos

- JPG images are the preferred file format for inserted images. GIF, TIF or BMP formats will be accepted as well.
- Images inserted into PowerPoint are embedded into the presentations. Images that

are created at a dpi setting higher than 200 dpi are not necessary and will only increase the file size of your presentation. Try to avoid overloading your presentation with unnecessary images.

- In case you have any videos in your presentation - please test your presentation with the on-site PC several hours before your presentation. Generally, the MPEG-1 and AVI format should work with no difficulties. Video inserted into MS PowerPoint 2010 and higher versions are embedded into the presentations.

Fonts

- Only fonts that are included in the basic installation of MS-Windows will be available (English version of Windows). Use of other fonts not included in Windows can cause the wrong layout/style of your presentation.
- Suggested fonts: Arial, Times New Roman, Tahoma.
- If you insist on using different fonts, these must be embedded into your presentation by choosing the right option when saving your presentation, see details below:
 - Click on “File”, then “Save As”
 - Check the “Tools” menu and select “Embed True Type Fonts”

How to save your presentation

- Please save your presentation in one of the following discs or medium:
 - External portable hard drive
 - USB flash disc
- Save all files associated with your presentation (PowerPoint file, movie/ video files, etc.) to one folder / location.
- In case you are presenting more than one presentation during the event, save different presentations to different folders and name them clearly with the presentation code to avoid on-site misunderstandings and problems.
- Always make a backup copy of your presentation and save it on a different portable disc or medium than the original presentation.



How to submit your presentation on-site

Please come to the Speakers' Ready Room (located in the room D) at least 1 hour before the beginning of your session with your usb stick/external portable hard drive. In case your speech has been scheduled for morning session please come to the Speakers' Ready Room (located in the room D) one day before the day of your presentation.

| Day | Time |
|-------------------------------|--------------|
| Wednesday, October 12th, 2022 | 7:45 – 18:00 |
| Thursday, October 13th, 2022 | 7:30 – 18:15 |
| Friday, October 14th, 2022 | 7:30 – 18:15 |
| Saturday, October 15th, 2022 | 8:00 – 17:30 |

Other information

- During your lecture you can use either the mouse or keyboard of the provided notebook or remote control for controlling your presentation
- Your own notebook will not be allowed to be used for presentation unless exceptionally scheduled
- All presentations will be deleted from all the PC used during the event
- We kindly ask all the speakers to keep the time of their presentations

Recommendations for presenting an oral lecture

The time for oral presentations is fixed at 3 minutes of lecture and 1 minute of discussion in the short format, and 5 minutes of lecture and 2 minutes of discussion in the long format. The maximum recommended number of slides for a 3-minute lecture is 6 slides, and for a 5-minute lecture is 10 slides. We kindly ask all authors to respect this recommendation when preparing their presentation. Due to the busy congress programme, overlapping of the allocated time will not be allowed.