

HOW TO PREPARE YOUR PRESENTATION

PowerPoint Instructions

- ♣ Please use the Microsoft PowerPoint 97-2007 or 2010* (*.ppt) or (*.pptx), or Adobe Acrobat Reader (.pdf) to guarantee they will open successfully on an on-site PC.
- ♣ We recommend you to save your PowerPoint presentation using PPT(X) format instead of PPS
- ♣ 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

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
- ### 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 and SUBMIT YOUR PRESENTATION

How to save your presentation

- ♣ Please save your presentation in one of the following disc or medium:
 - CD-ROM (CD-R/RW) , DVD-ROM (DVD±R/RW)
 - 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 congress, save different presentations to different folders and name them clearly 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.

- ♣ DVD-RAM - will not be available.

How to submit your presentation at the Congress

- ♣ **Please come to the Speakers´ Ready Room (1.1) at least 1 ½ hour** before the beginning of your session. In case your speech has been scheduled for morning session please come to the Speakers´ Ready Room (1.1) one day before the day of your presentation.

- ♣ Speakers´ Ready Room (1.1) location will be marked in the final programme brochure

Opening hours of the Speakers ready Room

Sunday, September 7, 2014	12:00 – 20:00
Monday, September 8, 2014	07:30 – 19:00
Tuesday, September 9, 2014	08:00 – 18:30
Wednesday, September 10, 2014	08:00 – 18:45
Thursday, September 11, 2014	08:00 – 18:30
Friday, September 12, 2014	08:00 – 13:30

* the times maybe subject to change closer to the date of the Congress

- ♣ During your lecture you will be using Remote Control for controlling your presentation
- ♣ Your own notebook is allowed to use for presentation only after discussion with technical on-site
- ♣ All presentations will be deleted from all the PC used during the Congress

WE STRONGLY ASK ALL THE SPEAKERS TO KEEP THE TIME OF THEIR PRESENTATIONS