

Instructions for Oral presenters

PowerPoint instructions

All session halls are equipped with standard PowerPoint presentation facilities.

Your presentation must be submitted to the “Session Room” at least 1 hour 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 the 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).
- **PRESENTATION LENGTH, if not scheduled otherwise: 15 minutes incl. Q&A (please allow 3–5 minutes).**
- Final program with information on the presentation slots will be published on 29 February 2024.

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 formats should work with no difficulties. Video inserted into MS PowerPoint 2010 and higher versions are embedded into the presentations.

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 onsite 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 Session 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 the morning session please come to the Session Room one day before the day of your presentation.

Opening hours for presentation submission

Day	Time
Wednesday, 20. 3. 2024	8:00–17:45
Thursday, 21. 3. 2024	8:00–17:00
Friday, 22. 3. 2024	8:30–12:15

Other information

- During your lecture you can use 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.