

INSTRUCTIONS FOR ORAL ABSTRACT PRESENTERS

1. Presentation slot

- The Selected Best Abstract Presentations will take place on **Thursday 22 September** in plenary session PLE03 from 11:45-12:45 hrs., and on **Friday 23 September** in plenary session **PLE07** from 14:45-15:45 hrs.
- The day of your presentation has been confirmed to you in July. Please consult the [full programme](#) for the exact time slot. You will have max. 15 minutes for your presentation including a few minutes for Q&A.

2. Slides format

- Please prepare your slides in a 16:9 format in view of the wide screen in the plenary meeting room.

3. Uploading of the presentation

Uploading must be done well in advance.

- Please bring your presentation on a USB flash drive.
- All presentations must be uploaded on **Wednesday 21 September** between **10.00-18.30 hrs.** in **Board Room 2**.

ONLY for speakers **arriving later than Wednesday 18.30 hrs**

Please make sure to upload your presentation **in the meeting room of your presentation** as soon as possible, **at the latest the day before your session, at the start of the lunch break.**

4. Audiovisual equipment and technical assistance

- The meeting room is equipped with a data projector, a laptop or PC and a laser pointer. A technician will be available in the meeting room to manage the light and sound.
- Please note: **it is not possible to use your own laptop.**

5. IMPORTANT NOTE FOR APPLE MAC USERS

- An iMac or MacBook will not be provided as standard. You may use your own MacBook, however you are required to **bring with you an HDMI adapter/cable** compatible with your MacBook for external video signal.
It is essential that you test it well in advance in the meeting room, during the times indicated in point 4, and that the switch and your presentation stay within the allocated presentation time.
- Alternatively, you can convert your presentation to PowerPoint. It is your responsibility to check in advance that your presentation will work correctly on the Windows computer/laptop software that is provided. As a backup, please bring your own MacBook, together with all necessary connection cables. In order to use Mac presentations on a Windows computer/laptop please note that you need to prepare it according to the instructions below:
 - Use a common font, such as Arial, Times New Roman, Verdana etc. (special fonts might be changed to a default font on a PowerPoint based computer/laptop).
 - Insert pictures as JPG files (and not TIF, PNG or PICT - these images will not be visible on a PowerPoint based computer/laptop).
 - Use a common movie format, such as AVI, MPG and WMV (MOV files from QuickTime will not be visible on a PowerPoint based computer/laptop).

6. Meet the chairperson

- Please report to the chairperson at the stage at least 10 minutes before the session starts.

Questions?

Please contact Babette Schmidt, Your Conference Support

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