

**INSTRUCTIONS FOR INVITED SPEAKERS**

**1. Presentation slot**

The day and session for your presentation(s) have been confirmed to you by email. The Final Programme including the meeting room is attached. Please double check this programme for the session and lecture time slots. *Note that on Friday, the time slots after the morning coffee break have slightly changed.*

**2. Slides format**

- Please prepare your slides in a 16:9 format.

**3. Conflict of interest disclosure**

As mentioned in the Speaker Agreement, you are kindly requested to include your potential conflict of interest declaration with the sponsor(s) as a second slide of your presentation. A template is sent together with these instructions.

**4. Uploading of presentations – Preconference workshops**

- Workshop faculty will receive separate instructions.

**Uploading of presentations – Conference sessions**

- Uploading must be done well in advance.
- Please bring your presentation on a USB flash drive.
- Uploading should be done:
  - preferably on **Wednesday 27 September** between 11.00-19.00 hrs
  - If you arrive later, please upload either the day before immediately after the end of the session that day, or
  - (least preferred) on the day itself during the break before your session starts
- Uploading on Wednesday should either be done in meeting room Progress (only for presentations given in that room) or Break-out 5 (for presentations given in Mission 1 or 2).
- Uploading on the other days should always be done in the meeting room of your presentation.

<b>When you upload on:</b>	<b>And you are presenting in:</b>	<b>Please upload in:</b>	<b>At these times:</b>
Wednesday (preferred!)	Progress	Progress	11:00-19:00
	Mission 1	Break-out 5	
	Mission 2	Break-out 5	
Thursday or Friday	Progress	Progress	30 minutes before your session starts; or right after the last session if you are presenting the next day
	Mission 1	Mission 1	
	Mission 2	Mission 2	
Saturday	Progress	Progress	30 minutes before your session starts
	Mission 1	Mission 1	
	Mission 2	Mission 2	

**5. 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**. If you have a Mac, please see point 7.

**6. Meet the chairpersons**

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

**7. 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 3, 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).

**Questions?**

Please contact the Conference Organiser, Babette Schmidt, Your Conference Support

E-mail: [b.schmidt@yourconferencesupport.com](mailto:b.schmidt@yourconferencesupport.com)

From Tuesday 26 – Saturday 30 September: please call +31 6 425 62 245.

Email will not be regularly checked.