

INSTRUCTIONS FOR ORAL ABSTRACT PRESENTERS

1. Presentation slot

- The Selected Best Abstract Presentations will take place on
 - **Thursday 28 September** in plenary session **PLE04** from 14:00-15:00 hrs.
 - **Friday 29 September** in plenary session **PLE07** from 14:30-15:30 hrs.
- The day of your presentation has been confirmed to you in July. Please consult the full programme (attached) 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.

3. Uploading of the presentation

Uploading must be done well in advance.

- Please bring your presentation on a USB flash drive.
- Presentations must be uploaded in the Plenary meeting room **Progress** on Wednesday 27 September between 11.00-13.30 at the latest or 18:00-18:30 hrs. Please report to the technician who will help you with the uploading of the presentation.
- Only if you have not arrived in time on Wednesday: please upload on Thursday 28 September in meeting room Progress before 09:00 or during the lunch break before 13:15 hrs.

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**. If you have a Mac, please point 6.

5. Meet the chairperson

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

6. 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