INSTRUCTIONS FOR INVITED SPEAKERS

1. **Presentation slot**
   The Final Programme including the meeting room is attached. It can also be viewed online.
   Please double check this programme for the session and lecture time slots.

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**
   - Please report to the Registration Desk first, to collect your badge.
   - Please bring your presentation on a USB flash drive.
   - Uploading is to be done, if possible, *the day before* *your session* (this does not apply to speakers on Wednesday). This can be done in the meeting room, as follows:

Uploading on:	When:	Where:
Wednesday	12:00 - 13:30 15:30 - 16:00	*In the meeting room of your presentation, at the lectern.* A technician will be present to assist you.
Thursday & Friday	08:30 - 09:00 12:45 - 13:15	

   - Presenters of the pre-conference workshops on Wednesday should upload their presentation in the meeting room of their workshop (see programme), between 08:00-08:30 hrs. The audiovisual requirements have been finetuned with the workshop organisers.

5. **Audiovisual equipment and technical assistance**
   - The plenary and break-out rooms are equipped with a data projector, a laptop or PC and a laser pointer.
   - 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 must convert your presentation to PowerPoint.
   - 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 (**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, b.schmidt@yourconferencesupport.com
From Monday 15 - Saturday 20 September: please call +31 6 425 62 245. Note that we are travelling on Monday. Emails will not be checked on a regular basis during the Conference.