

## **AUDIO VISUAL INFORMATION FOR YOUR PRESENTATION**

**Disclosure of conflict of interest** (e.g. grant support, consultancy, membership on advisory councils, speaker's bureau) and source of funding **is mandatory**. Each listed author should prepare a one sentence statement to this effect, which must be shown on slide 2 in your PowerPoint presentation.

Each lecture room will be equipped with a PC and a data projector for **PowerPoint presentations only**. You can review your presentation at the Speakers' Service Centre (SSC), where it must be handed in at least **two hours before your lecture**, either via memory stick or your own laptop.

### **1. Preparation**

- Store **all your files** in a unique folder (especially videos).
- Avoid animations and make sure video(s) play automatically when slide is displayed.
- Format: prepare your presentation in **16:9 format**
- Colours: use light-coloured fonts for texts (white/yellow) on dark backgrounds or vice versa. A strong contrast is important for good legibility.
- Legibility check: step back 1,5 m from your computer, the text should be easily readable on presentation mode (if not, you are using a too small font!).
- Windows Versions from XP to Windows 10 can be used.
- PowerPoint version 2003-2016 & 365 can be used, version 2013 and higher are recommended

### **2. How to transport your MS-PowerPoint file to the Speakers' Service Centre (SSC)**

- On memory stick or your own laptop

### **3. In the Speakers' Service Centre (SSC)**

- Please come to the SSC the day before or at least two hours before your lecture!
- Our technicians will transfer your presentation to a server.
- You then rehearse your presentation with the assistance of a technician.
- Technicians will help you with your PowerPoint and will ensure that your changes are updated on the specific server.

### **4. In the lecture room**

- Via network your presentation is made available in your lecture room, on a presentation computer operated by a technician.
- With touch screen control at the lectern you can simply touch "next slide" or "previous slide".
- There will be **no possibility to connect your laptop at the lectern** in the lecture rooms.
- No overhead or slide projectors in the lecture rooms; no double projection.
- No change in presentation in the lecture room by the technician or the speaker.

→ If you have technical questions, please contact **abstracts@congreg.com**.