

Dear Speaker,

At any time during the official hours of the Symposium, but at least 1,5 hours before your presentation), you must go to the Speaker Preview Room (Slide Area). Slide Area is located on conference floor (1 floor below reception area) in Business Centre.



A qualified technician will help you to upload your presentation to the system and enable you to edit your presentation if needed.

You should bring your presentation on a USB key or CD / DVD-Rom. PowerPoint and DVD are the best formats.

In each room, there will be an assistant and/or a technician to make sure that your presentation is ready, and help you if anything goes wrong. It will also be possible to link your own laptop to the projector.

**PowerPoint presentations:**

- Use 24 point font size to make text easily legible.

- Use high contrast colors between background and text.
- Use 4:3 ratio (landscape format).

### **Audio-Visual:**

If you have additional media in your presentation like a short movie or sound fragments, include them in the PowerPoint file. If needed technicians can help you with this. Make sure to give yourself adequate time to do this in the Speaker Preview Room. Longer movies should be submitted in DVD format. Sound point pc or laptops are connected to sound systems to play sound when needed.

At the end of the Symposium, all presentations will be deleted from the central computer, ensuring that your presentation can not be used by anyone else without your formal approval.