



Check-in at the Speaker Ready Room at least **1 hour before your presentation time** to check your slides, to copy your presentation onto the network and to check the demo of your presentation with the technical staff.

**The Speaker Ready Room (SRR) is located in the registration area in the Bella Center**

The opening hours of the SRR are:

Saturday June 17	08:00 - 17:00 hours
Sunday June 18	08:00 - 17:00 hours
Monday June 19	08:00 - 17:00 hours
Tuesday June 20	08:00 - 17:00 hours
Wednesday June 21	08:00 – 12:00hours

**Rules & regulations for oral presentations:**

1. When preparing your PowerPoint presentation please bear in mind;
  - o Only PowerPoint presentations made in Microsoft Office 2010 or later versions can be accepted
  - o Presentations will be projected in a resolution of 1020 x 1920 pixels. All video/data projectors (beamers) at the congress can visualize this resolution without a problem. (16 : 9)
  - o Pictures and animation links to the Internet or to other files will NOT be accessible
  - o All movies and hyperlinks used in a presentation should be set to start **automatically**, as it is NOT possible to click on a movie when using E!Presenter.
  - o Use standard Windows fonts only, .24 font sizes can be read easily.
  - o the following codec's will be available for use;
    - Integrated audio files such as mp3 or wav.
    - AVI and MPEG movies, integrated in a PowerPoint presentation, using the following codec's:
      - o XviD Version 1.3
      - o DIVX H264 8.2
      - o 3ivX Pro [Version D4 4.5.1]
      - o Ligos Indeo XP
      - o MS MPEG-4 [version 4.1.0.3927]
      - o MPEG-4 Low and Fast motion [version 4.1.0.3927]
      - o Ligos MPEG-2 decoder [version 4.0.0.77]
      - o Cyberlink MPEG-2 decoder [version 8.4]
      - o MainConcept MPEG-2 decoder [version 1.0.0.78]
      - o QuickTime codecs [version 7.6.9]
      - o Windows Media Player 99
    - Should embedded movies in a presentation not work, they will be converted at the SRR to a PowerPoint compatible format, with the ProCoder® video program.
2. MAC users should check in early at the SRR to convert their presentation into a pc format.
3. Use of your own laptop is exclusively for copying the presentation onto the network.
4. The use of your **own laptop** during your presentation **is prohibited**.
5. Single-, double slide and overhead projections will NOT be offered