

## GUIDELINES FOR SESSION SPEAKERS

### *Upload your presentation prior to the meeting*

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Speakers can upload their presentations prior to the meeting. We emphasize that you take this chance to avoid the crowds onsite. You will receive a personal e-mail with an online link to upload your presentation. The e-mail will be sent from [reply@ctimeetingtech.com](mailto:reply@ctimeetingtech.com) named with the subject: „EuroPerio10 – presentation upload“ and will reach you approx. 1 week prior to the start of the congress.

### *Submit your presentation on-site*

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During the congress, an upload will be possible on-site at the Preview Centre and still online. If you decided to upload your presentation(s) prior to the meeting, your presentation(s) will be ready for testing in the Preview Centre on-site.

Speakers are requested to hand in their presentations to the Preview Centre staff not later than 2 hours before the beginning of their session. In case of early morning presentation(s) please check in at the Preview Centre the day *before*. Please check in at the Preview Centre even if you have already uploaded your presentation prior to the meeting via the online link provided.

**You are required to load your presentation onto the centralized AV system. In case of not submitting your presentation at the Speakers' Preview Center, we cannot ensure that your presentation is running properly.**

**PLEASE NOTE YOU WILL NOT BE ABLE TO USE YOUR OWN LAPTOP AT YOUR LECTURE.**

### *Speakers' Preview Center Opening Hours*

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Wednesday, June 15	10:00 – 19:00
Thursday, June 16	07:30 – 19:00
Friday, June 17	07:30 – 19:00
Saturday, June 18	08:00 – 11:00

### *Information for Speakers*

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Please **locate your lecture hall** in due time and be present **at least 15 minutes** prior to the start of the session. Speakers are requested to announce any **potential conflicts of interests** regarding their presentation at the start of the lecture. Sample slide can be downloaded below.

### *Preparing Your Presentation*

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**Computer Equipment:** The Speakers' Preview Center and all meeting rooms will be equipped with Windows 10 based PCs with Microsoft **PowerPoint 2019** installed and Apple computers equipped with Office 2019 and Keynote version 11.2+. Verification of proper performance in the Speakers' Preview Center is essential, particularly if video and animation is included in the presentation.

**The following file types are all acceptable for presentations:**

- Microsoft Office PowerPoint (.ppt), (.pptx)\* - for PC and MAC
- Adobe Acrobat (.pdf) – for PC
- Apple Keynote (.key) – for MAC

\* **PowerPoint presentations created on Apple computers:** Please make sure that all inserted pictures are either JPEG or PNG file-types. QuickTime (.mov) files are also an accepted video format but must be tested in the Speakers' Preview Center. AV staff will be available to ensure your presentation is fully compatible and runs smoothly. **Set the slide size to "Widescreen 16:9" and landscape orientation (horizontal).**

***Format specifications for your Presentation***

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Electronic presentations will be projected on **screens optimised for 16:9 format in High Definition (HD) quality**. Other formats, like 4:3, will work, but with a reduction of screen coverage. We strongly recommend you work with a 16:9 format.

If there are video sequences included, please make sure that you save the video files on your USB-Stick to the whole presentation. Please make sure to also upload the video files if submitting your presentation online.

We kindly ask for your understanding that due to space and time limitation at the Preview Centre, presentations should be prepared and edited before submission.

Thank you for bringing your presentations in a ready-to-upload format.

***Hybrid Meeting***

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As EuroPerio10 will be a hybrid meeting, we have gathered some tips to make it a success:

- Make sure to look into the camera
- Make sure to greet the audience at home as well
- Please note that people at home will not see the laser pointer. Use the mouse instead if you want to show something specific on your slides.