GUIDELINES FOR SPEAKERS

Before ECP 2017, slide kit preparation

Please note that there are 2 slide formats for presentations. The format you need to use to prepare your slides depends on which room you are scheduled to speak.
In order to prepare your slides, first check the program overview on the website in which room you are scheduled to speak. Below you can check the PowerPoint slide format you should use.

Meeting room	Slide format	Meeting room	Slide format
Auditorium	16:9 format ratio	E103	4:3 format ratio
Emerald Room	16:9 format ratio	E104	4:3 format ratio
Forum	16:9 format ratio	E105-E106	4:3 format ratio
G102	16:9 format ratio	E107	4:3 format ratio
G103	16:9 format ratio	E108	4:3 format ratio
G104	16:9 format ratio		
G105	16:9 format ratio		
G106	16:9 format ratio		
G107	16:9 format ratio		
G109	16:9 format ratio		
G111	16:9 format ratio		
E102	16:9 format ratio		

- All slides should be prepared in landscape orientation. You are encouraged to use the ECP PowerPoint template which can be downloaded from the website
- Meeting room: E103, E104, E105-106, E107 and E108, prepare your slides in landscape orientation and standard **4:3 format ratio.**
- All other meeting rooms: Prepare your slides in landscape orientation and standard **16:9 format ratio.**
- How to convert slide aspect ratio; open your PowerPoint Presentation, click on the Design tab, then the Slide Size button and select the required format ratio.
- Use presentations in neutral layout without advertisements or product logos. In your first slide: Title of your presentation (exactly as the title of the abstract you provided)
- **Take your final presentation on a USB memo stick or CD to the venue.**
- Presentation time slots will be 17 minutes including 5 minutes for Q&A (12 min NET speaking time).

Upon arrival at the ECP 2017 venue
- Check in at the Registration Desk and check the final program for possible scheduling changes of your presentation.
- Report to the Speaker Service Centre at the ECP 2017 venue to upload your presentation. This should be done at the latest one hour before your session starts.

At least one hour before your session starts
- Opening hours will be announced in our practical information to speakers, on the congress website and in the ECP 2017 App.
- If you are scheduled to speak in the first session of the day, report to the Speaker Service Centre the day before if possible.
- Standard laptops and audio-visual equipment provided by the venue will be used in the lecture room. You will be able to operate your slides by means of a remote control. You <u>cannot</u> use your own laptop at the lectern.
- All presentations will be pre-loaded on the equipment in the presentation room for a smooth flow of the session. Presentations will be deleted from this equipment at the end of ECP 2017

10 minutes before your session starts
- Meet your session's chairpersons on the podium in the presentation room
- You are requested to stay in the presentation room during the session
- If necessary, the meeting staff will show you how to operate your slides from the lectern.

During the session

- When speaking, make sure to face the microphone for good-quality sound. A lectern and lectern microphone will be available in the room.
- A monitor on the lectern placed in front of you will show you your slides as they appear on the big screen behind you.
- Session chairs will strictly maintain **net speaking times** and may interrupt you, if in case of a time overrun.
- Meeting staff will be present to assist you with the Q&A round and other questions which may arise.

Some advice for Mac users

- Never use the Copy/Paste or Drag/Drop functions when inserting images in your presentation. In PowerPoint, choose **Insert:**
  - Image
  - Image from file
  - then select your image
- Image formats should be JPEG or GIF
- Video inserted in your presentation should be in AVI or MPEG format. In PowerPoint, choose **Insert**
  - Film & sound
  - Film from a file
- Fonts are different in the Mac and PC environment. We suggest that you use common fonts like ARIAL, HELVETICA, TAHOMA, VERDANA, and for symbols WINGDINGS, WEBDINGS, SYMBOL fonts
- Please avoid using transparencies, as they are interpreted differently in the Mac and PC environment: results in the room can be different from what you expect and see on your own machine.
- When saving your files, please use "PC readable" (formatted) media