INSTRUCTIONS for preparing Computer Assisted Projection

Audiovisual equipment:
- ➢ Each meeting room is equipped with a master computer, which shall be used for all presentations.
- ➢ Speakers will not be allowed to connect their own laptop to the video projector.
- ➢ Presentations must be PCs compatible (It is easier to transfer Mac formatted files to PC formatted files than otherwise).

Authorized PC formatted file support
- ➢ Speakers should bring to the symposium a backup copy of their presentation(s) on a PC formatted file support such as **USB key, CD-Rom, DVD, External Hard disk**.

Presentation Format

	PC user	Mac User
PowerPoint Software	Office 2010 and previous versions	PowerPoint 2011 recommended. Previous version are accepted but are less efficient. - Save your presentation in .pptx format for a better compatibility.
Font	**PC Fonts** (Arial, Times,…); **Wingdings** for special characters and other sign	
Pictures	jpg, .gif, .tif, or .bmp	.pict
Video files *	.mpg, .mpeg, .avi or DIVX	.mov (quicktime); DIVX 6 and over

* Do not forget to bring your video files with your final presentation onto PC formatted file support!
Video files should be inserted in the PowerPoint presentation by using the function « insert » of the software.

Keynote user:
Export your file in Quicktime format, select option « keep animations ». This way, your file will be integrated in the conference system without any loss of animations or page set up.

A team of MAC experts will be at your disposal to help you with this process.
Please, do not forget to bring your video files and presentation on a USB key or hard disk and if possible your own Mac.

In the preview room, you can meet computer experts that can help you converting your files. Please, proceed to the preview room at least half a day before to leave enough time for file conversion.

Sending your PowerPoint presentation file

- Before the congress starts, speakers can send their presentation(s) **by e-mail** gbsf2013@clq-group.com (the size of the draft should be **less than 5 Mo** to be able to check the format).

- The deadline to send your PowerPoint file is **10 June 2013**. There will not be any deadline extension. After the deadline, you will be able to upload your presentation in the preview room at the Congress.

- **During the congress, speakers are requested to proceed to the preview room** at least half a day before their session (except on the first day of the congress) where they will be assisted by computer experts.
  Speakers will be able to upload or review/update their presentation(s).

Confidentiality

There is nothing to be returned or retrieved after your session. Unless otherwise instructed in the correspondence or on site, we would like to inform authors that their files will be automatically deleted from our system AT THE END OF THE CONGRESS.