



PRESENTATION GUIDELINES

Before the session

Check in your presentation at least **3 hours before** your talk in the **Speaker Ready Room in Magritte Office on Level 2** of the Square - Brussels Convention Centre, or even better, on the day before, if possible.

Speaker Ready Room - Opening times:

Sunday, October 21, 2018	10:00-16:00 (<i>Sunday sessions only</i>)
Sunday, October 21, 2018	16:00-21:00
Monday, October 22, 2018	08:00-19:00
Tuesday, October 23, 2018	08:00-19:00
Wednesday, October 24, 2018	08:00-19:00
Thursday, October 25, 2018	08:00-13:00

All presentations are loaded into a PowerPoint handling system by the professional staff at the Speaker Ready Room. This system will store and distribute your presentation(s) to the session hall(s) in time for your session(s). Your presentation will be then available on the computer in your session hall when you come to speak.

If you are doing more than one speech during the congress, you may upload all your presentations at the same time and they will be sent to the corresponding session halls at the time of your sessions.

Conflicts of interest need to be disclosed for each author during the upload of your presentation and will be shown automatically before your presentation. Therefore, please reserve the first slide of your presentation for this disclosure.

During the session

Show up 5-10 minutes before the session begins and confirm your presence to the chair person and the room attendant of the session.

Please **keep the time** that has been foreseen for your talk! The chair person will describe the method he or she will use to alert you in case you exceed the time limit of your presentation. The congress has a very tight schedule.

A computer will be provided on the lectern or table on stage. By using the computer mouse, choose your presentation and click on it. In case the presentation of the previous speaker is still on the screen, click on the Escape (Esc) button on the keyboard to close it and then open your own presentation.

The use of private laptops/computers on stage is not permitted.

Q&A: Calculate 2-3- minutes for Q&A in your dedicated time of talk. If you finish your talk early enough, the chair person will ask the audience for questions.

Presentation Format

- ▶ PowerPoint is the presentation programme available in all session halls.
- ▶ No other devices, personal computers etc. than the ones provided in the session halls are allowed for presentations. Overhead projection, slide projection or flipchart are not available.

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- ▶ The PowerPoint handling and distribution system is optimized for MS PowerPoint 2016 (Office 2016) and Adobe Acrobat-files (*.pdf). The uploading of "DVD-Movies" is not supported.
- ▶ The supported data media are: CD, DVD (as Data-storage-medium) and USB-Memory (Stick). All needed files - also the movie files(!) – have to be on the data media. Presentations can also be taken off speakers' notebooks at the Speaker Ready Room. Please make sure there is enough time for conversion.
- ▶ Format for embedded movies: *.mp4 and *.wmv are preferred, any other format may work or may be converted to an optimized format (may take some time!)
- ▶ The fonts that are used in the presentations need to be Latin-based fonts. If you need special fonts, they should be stored as „embedded fonts“ with the presentation.
(File -> save as „name of presentation“ and under „tools“ → save options mark the checkbox „embed True type fonts“ and select „embed all characters“)

When using mathematical symbols, please use these which are available under Latin fonts (unicode or DOS: Western Europe). These can be shown without any problems in Office 2013.

- ▶ Presentations should be saved as *.ppt, *.pptx (= PowerPoint) or *.pps, *.ppsx (=PowerPoint Slideshow) – file and movies might be separate files on the data media (if not embedded).

All computers and projectors will be set up and optimised for **16:9 ratio**, except for the Masterclass Session which is optimised for 4:3 ratio. Please catch up these specifications to have a well-prepared presentation.

- ▶ For the video sessions, make sure to have enough time for a possible conversion of the format at the Speaker Ready Room.

Extra Information for Masterclass Presentation Format

- ▶ Bring your presentation on a USB-Memory Stick **directly** to the session hall and plug it into the computer. If you should need technical assistance, please refer to the room attendant.
- ▶ Please be there 10 minutes before the session is starting.
- ▶ All computers and projectors will be set up and optimised for **4:3 ratio**. Please catch up these specifications to have a well-prepared presentation.

These guidelines should be seen as a matter of improving the effectiveness of the Speaker Ready Room upload and, as a consequence, will result in a higher comfort for the speakers.

Thank you for your participation in the programme of EANS2018!