

## Instructions for Oral presenters

### PowerPoint instructions

All session halls are equipped with standard PowerPoint presentation facilities.

Your presentation must be submitted to the “Session Room” at least 1 hour before the beginning of your session. A technician is available in every session room to provide assistance when needed. Due to the online presentation system, all speakers are kindly requested to use the provided PC onsite. **Please be present in the session room 15 minutes before the start of your session and follow the instructions from the Chairs and/or technician.**

### General Information

- Please use the **Microsoft PowerPoint\*** (\*.ppt) or (\*.pptx), or **Adobe Acrobat Reader** (.pdf) to guarantee they will open successfully on an on-site PC.
- We recommend you save your PowerPoint presentation using PPT(X).
- Please note that we cannot guarantee the quality of Macintosh-based presentations, please check in advance (2 hours before your session starts) their Windows compatibility.
- Please prepare your presentation in **16:9 format** (screens are in 16:9 aspect).
- **PRESENTATION LENGTH, if not scheduled otherwise: 15 minutes incl. Q&A (please allow 3–5 minutes).**

### Pictures/Videos

- JPG images are the preferred file format for inserted images. GIF, TIFF, or BMP formats will be accepted as well.
- Images inserted into PowerPoint are embedded into the presentations. Images that are created at a dpi setting higher than 200 dpi are not necessary and will only increase the file size of your presentation. Try to avoid overloading your presentation with unnecessary images.
- If you have any videos in your presentation, please test them with the on-site PC several hours before your presentation. Generally, the MPEG-1 and AVI formats should work with no difficulties. Video inserted into MS PowerPoint 2010 and higher versions are embedded into the presentations.

## How to save your presentation

- Please save your presentation on one of the following discs or mediums: an external portable hard drive – USB flash disc.
- Save all files associated with your presentation (PowerPoint file, movie/video files, etc.) to one folder/location.
- If you present more than one presentation during the event, save each one to a separate folder and name it clearly with the presentation code to avoid onsite misunderstandings and problems.
- Always make a backup copy of your presentation and save it on a different portable disc or medium than the original presentation.

## How to submit your presentation on-site

Please come to the Session at least 1 hour before the beginning of your session with your USB stick/external portable hard drive. If your speech has been scheduled for the morning session, please come to the Session Room one day before the day of your presentation.

## Opening hours for presentation submission

Day	Time
Wednesday, 3. 9. 2025	8:00–17:30
Thursday, 4. 9. 2025	8:00–17:00

## Other information

- During your lecture you can use a remote control for controlling your presentation.
- Your own notebook will not be allowed to be used for presentation unless exceptionally scheduled.
- All presentations will be deleted from all the PC used during the event.
- We kindly ask all the speakers to keep the time of their presentations.