7. INFORMATION FOR PRESENTERS

7.1. SPEAKER INSTRUCTIONS

Note that it is not permitted for presenters to use their own laptop.
During the XXVIII General Assembly all speaker presentations will be handled by M-Events. Prior to presenting, all speakers will have to upload their (PPT) presentation(s) slides to a protected server. After uploading, the presentation slides will be made available in your session room and accessible to you in an efficient way. Using a network-based presentation system will ensure perfect quality and efficient handling of all presentations. All session rooms are equipped with the necessary technical requirements, and additional back-up systems.

The **Speaker Preview Room** is located in room VIP 3-1 on level 3 of the CNCC. As speaker, you are welcome to visit the room to work or make changes to your presentation(s) during opening hours. In the Speaker Preview Room a Mac is available.

Sunday, 19 August	14:00 – 18:00
Monday, 20 August	08:00 – 18.00
Tuesday, 21August Wednesday, 22 August	08:00 – 18:00
Thursday, 23 August	08:00 – 18:00
Friday, 24 August	08:00 – 18:00
	08:00 – 18:00
Saturday, 25 August	closed
Sunday, 26 August	closed
Monday, 27 August	08:00 – 18:00
Tuesday, 28 August	08:00 – 18:00
Wednesday, 29 August	08:00 – 18:00
Thursday, 30 August	08:00 – 18:00
Friday, 31 August	08:00 – 18:00

It is highly recommended that you submit your final files at least **2 hours** prior to your scheduled session. It is highly recommend using only Powerpoints in .ppt or .pptx format, as this speeds up the uploading process and minimizes possible technical issues. Various video formats are supported. Please remember to bring your video files as separate files. We can assist and support presentations using Mac-Powerpoint, PDFs and Keynote also. If you are using any of these formats, please review the following:

- Mac-PPTs will be converted to regular Powerpoints, not affecting the design or appearance of presentations. In most cases, this conversion process will not take any extra time. In more complicated cases, which are rare, this will take anywhere between five minutes and half an hour.
- We manually convert PDF presentations, normally without any changes in the appearance of the presentation. In rare cases there may be some minor visual changes, the process may take a couple of minutes.
- Keynote presentations are not compatible to Powerpoint and can only be converted manually. This process may take a longer time, anywhere from one hour up to half a day, depending on the complexity of the Keynote (i.e. lots of animated slides, large amount of videos). If speakers prefer to use their original Keynote file and do not wish to have it converted into a Powerpoint, they may use their own laptops. M-Event technicians can assist connecting laptops to the system.

All presenters must report to the Speaker Preview Room at VIP 3-1 on level 3, regardless of what type of presentation is prepared.

7.2. AUDIO VISUAL EQUIPMENT

Audio-visual equipment available in every meeting/session room includes:
- PC
- Projector
- Lectern
- Microphone

Note that it is not permitted for presenters to use their own laptop. Presentations must be uploaded on the central presentation network at least **2 hours** before the session, see 7.1.

7.3. POSTER PRESENTERS

All poster papers will be displayed in the specific poster areas of the CNCC.

Poster size
The maximum size for the poster is 120cm in height and 80cm in width. Poster panel materials are hardboard plastic. The authors are responsible for mounting and dismounting their own posters and bring material to fix the poster on the board. Due to the material on the panels, pushpins cannot be used.

Poster mounting
Posters can be mounted on Monday of the week in which the scientific event takes place. Symposia posters will remain for the whole of the GA and should be dismounted on Friday 31 August. JD and SpS posters will have to be removed on the Friday of the same week in which the JD or SpS takes place.

Posters which have not been removed at 18:00 on the Friday will be discarded.

Poster help desk
Information on the location of specific poster or session can be obtained at the poster help desk on level 4 of the CNCC.

The help desk is open on the following times:
Monday, 20 August 2012 09:00 – 18:00
Monday, 27 August, 2012 09:00 – 18:00

If you need assistance outside of these times, please ask our staff at the registration desk.