



PRESENTATION GUIDELINES

Format guidelines for the presentations

- ▶ **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.
- ▶ The PowerPoint handling and distribution system is optimised for **MS PowerPoint 2019 (Office 2019)** and **Adobe Acrobat-files** (“*.pdf”).
- ▶ The supported data storage media are: CD, DVD (as Data-storage-medium) and USB-Memory (Stick). All required files – also the movie files – have to be on the data medium. 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 optimised format (may take some time!).
The uploading of “DVD-Movies” is not supported.
- ▶ The fonts that are used in the presentation 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).*
- ▶ Presentations should be saved as “*.ppt”, “*.pptx” (= PowerPoint) or “*.pps”, “*.ppsx” (=PowerPoint Slideshow) – file and movies can be separate files on the data medium (if not embedded). All computers and projectors will be set up and optimised for 16:9 ratio. Please adhere to these specifications in order to have a well-prepared presentation.

Before your talk: Speaker Ready Room

When

Check in at the Speaker Ready Room **2-3 hours prior to your session** to upload your presentation. Should you have large files to upload and convert, please make sure there is enough time.

Where

Speaker Ready Room Location: **Executive Boardroom** on the **Mezzanine Floor**

Opening times:

Sunday, October 16	07:00 – 20:00	Wednesday, October 19	08:00 – 18:30
Monday, October 17	07:30 – 18:30	Thursday, October 20	08:00 – 13:00
Tuesday, October 18	07:30 – 18:30		

Procedure

All presentations are uploaded into a PowerPoint handling system by the technicians in the Speaker Ready Room. This system will store and distribute your presentation(s) to the session hall(s) for your session(s). Your presentation will then be available on the computer in your session hall when you go there to speak.



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

Conflicts of interest

Conflicts of interest need to be disclosed mandatorily on the first slide of your presentation. Please state whether you have a potential conflict of interest to report regarding the content of your presentation, by mentioning the

- 1) Type of affiliation / financial interest (e.g. receipt of grants, research support, receipt of honoraria, consultation fees, etc.)
- 2) Name of the commercial companies involved

Starting your talk: Session Hall

When

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

Setup

A computer will be provided on the lectern 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 click on your own presentation.

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

Keep the time

In terms of fairness, please **keep the time** that has been allocated for your talk. The chair person will alert you in case you exceed the time limit of your presentation. Please keep in mind the congress has a tight schedule.

Q&A

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

These guidelines should be seen as help to improve 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 EANS2022!