PRESENTATION GUIDELINES

EANS2019 Dublin

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. Exceptions are only possible after consulting the technicians in the Speaker Ready Room.

▶ The PowerPoint handling and distribution system is **optimised for MS PowerPoint 2016** (Office 2016) **and Adobe Acrobat-files** ("*.pdf"). The uploading of "DVD-Movies" is not supported.

▶ The supported data storage 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 optimised 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).

▶ 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**. Please adhere to these specifications in order to have a well-prepared presentation.

Before the session

When?
Check in your presentation at least **2 hours before** your talk, or even better, on the day before, if possible.

Where?
Speaker Ready Room Location: **Wicklow Meeting Room 2** on **Level 2**

Opening times:

Tuesday, September 24, 2019	07:30-20:00	Friday, September 27, 2019	08:00-18:30
Wednesday, September 25, 2019	07:30-18:30	Saturday, September 28, 2019	08:00-13:00
Thursday, September 26, 2019	07:30-18:30		

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) in time 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 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 mandatorily for each author during the upload of the presentation and will be shown automatically 5 seconds before your presentation.

During the session

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 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.

Procedure?
Please **keep the time** that has been allocated 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.

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.

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 active participation in the programme of EANS2019!