

General Instructions

Equipment Supplied

- Computer.
- Laser pointer.
- Goose neck microphone.

Instructions

Date, time and place are listed on the enclosed letter. Please be present in the room 15 minutes prior to the start of the session. An abstract presenting author must attend the whole session in which he/she is scheduled.

Videos should be handed in at the Speakers' Service Centre at least 2 hours prior to the session!

Guidelines on How to Prepare Videos

Hand in your Video presentation on CD-ROM, DVD or compact USB-Drive (USB-Stick) 1.0/2.0 at least 2 hours prior to the start of the session at the Speakers' Service Centre a technician will incorporate your presentation on the computer network that is used for the Video presentations in the different meeting rooms. A technician in the lecture room will start your presentation.

Video files are allowed in the following formats

- MP4
- AVI (MPEG2)
- WMV (Windows Media Video)
- MOV

If possible use a 16:9 resolution of 1920x1080 pixels (HD 1080i).

All presenters must register to the meeting

**Don't forget!
Always make
sure you
bring a back
up of your
presentation!**