

General Instructions

Equipment Supplied

- Computer with PowerPoint for computerized slide presentation; no more than 10 slides are allowed.
- Laser pointer.
- Goose neck microphone.

There will be no ordinary slide projectors just computerized slide presentation!

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.

Guidelines on How to Prepare Powerpoint Slides

- PowerPoint versions accepted are from 2000 to 2013.
- Hand in your PowerPoint presentation on CD-ROM 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 PowerPoint presentations in the different meeting rooms. A technician in the lecture room will start your presentation.
- Your presentation can be loaded on to the network without problems when it does not exceed 15 MB: larger files can cause problems!
- Accepted Fonts are the standard Windows fonts. If you use a non-standard (e.g. scientific symbols) font with your presentation, you should supply this non-standard font separately with your presentation. For a normal projection, the font size 24 is sufficient.
- Use computer resolution of 1920x1080 pixels (HD 1080i) if possible.
- Format your presentation in 16:9 ratio – adjust the 'Page Setup' menu – in PowerPoint 2007/2013, select the 16:9 slide preset, or in PowerPoint 2003 or earlier, enter a custom size of 27.9 cm by 15.7 cm (11 inches by 6.1875 inches). Please see more information here.
- Use embedded pictures, DO NOT use files linked to other files. Linked files will not show up in your presentation!