

EWSHM AUTHORS: HOW TO PREPARE YOUR PRESENTATION

PowerPoint Instructions

- Please use the Microsoft PowerPoint 97-2007 or 2010* (*.ppt) or (*.pptx), or Adobe Acrobat Reader (.pdf) to guarantee they will open successfully on an on-site PC.
- We recommend you to save your PowerPoint presentation using PPT(X) format instead of PPS
- Please note that we cannot guarantee the quality of MacIntosh-based presentations, please check in advance (2 hours before your session starts) their Windows compatibility

Pictures/Videos

- JPG images are the preferred file format for inserted images. GIF, TIF or BMP formats will be accepted as well.
- Images inserted into PowerPoint are embedded into the presentations. Images that are created at a dpi setting higher than 200 dpi are not necessary and will only increase the file size of your presentation. Try to avoid overloading your presentation with unnecessary images.
- In case you have any videos in your presentation - please test your presentation with the on-site PC several hours before your presentation. Generally, the MPEG-1 and AVI format should work with no difficulties.

Fonts

- Only fonts that are included in the basic installation of MS-Windows will be available (English version of Windows). Use of other fonts not included in Windows can cause the wrong layout / style of your presentation.
- Suggested fonts: Arial, Times New Roman, Tahoma
- If you insist on using different fonts, these must be embedded into your presentation by choosing the right option when saving your presentation, see details below:
 - Click on „File“, then „Save As“
 - Check the „Tools“ menu and select „Embed True Type Fonts“

HOW TO SAVE and SUBMIT YOUR PRESENTATION

How to save your presentation

- Please save your presentation in a USB flash memory.
- Save all files associated with your presentation (PowerPoint file, movie / video files, etc.) to one folder / location.
- In case you are presenting more than one presentation during the congress, save different presentations to different folders and name them clearly to avoid on-site misunderstandings and problems.
- Always make a backup copy of your presentation and save it on a different portable disc or medium than the original presentation.
- DVD-RAM - will not be available.

How to submit your presentation at the Congress

- Please come to the Speakers' Ready Room (D-2) at least 2 hours before the beginning of your session. In case your speech has been scheduled for morning session please come to the Speakers' Ready Room (D-2) one day before the day of your presentation.
- The Speakers' Ready Room is located aside to the Registration Office, and the Opening hours are coincident (monday 4th: 17:00 to 19:00, tuesday to thursday from 8:00 to 16:30)
- During your lecture you will be using a Remote Controll for controlling your presentation
- Your own notebook is allowed to use for presentation only after discussion with technican on-site
- All presentations will be deleted from all the PC used during the Congress

WE STRONGLY ASK ALL THE SPEAKERS TO KEEP THE TIME OF THEIR PRESENTATIONS