

INSTRUCTIONS FOR PRESENTERS IN OPP-SESSIONS:

- **ORAL PRESENTATIONS (OP)**
- **POSTER FLASH PRESENTATIONS (PFP)**

1. Available presentation time

- **ORAL** presenters (**OP**) have maximum 15 minutes including a few minutes for Q&A.
- **POSTER FLASH** presenters (**PFP**) have max. 4 minutes for their presentation. *Prepare 1-2 slides, focusing on the main aim of the research and key findings only.* The purpose of the flash presentation is to stimulate the audience to visit and discuss your poster in area where your poster is displayed during the Conference.

2. Biased information – rules of the European Accreditation Council for Continuing Medical Education

In view of the accreditation all educational material must be free of any form of advertising and any form of bias. The EACCME strictly forbids the use of a logo or the mentioning of a sponsor's company name (e.g. "the BD reagent so and so).

3. Slides format

Please prepare your slides in a 16:9 format, in view of the wide screens. This applies especially for the plenary meeting room. In the smaller break-out rooms a 4:3 format could be used, although 16:9 is preferred.

4. Uploading of the presentation

Please bring your presentation **on a USB flash drive.**

Uploading and testing must be done on Tuesday or Wednesday:

Tuesday 17/9	17.00-19.00	Uploading in room Kammer - please report to the Registration Desk first
Wednesday 18/9	08.00-16.00	

ONLY for speakers arriving later than Wednesday 16.00 hrs:

Speaking on:	In session:	To upload on:	Time:	
Thursday 19/9	OPP-01 OPP-02 OPP-03	Thursday	12.30-13.00	Directly in the meeting room of your presentation. A technician will be available to assist you during these hours.
Friday 20/9	OPP-04 OPP-05 OPP-06	Thursday	17.30-18.00	
Saturday 21/9	OPP-07 OPP-08 OPP-09	Friday	12.20-12.50	

5. Audiovisual equipment and technical assistance

The meeting room is equipped with a data projector, a laptop or PC and a laser pointer. A technician will be available in the meeting room to manage the light and sound.

Please note: **it is not possible to use your own laptop**. If you have a Mac, please see below.

6. IMPORTANT NOTE FOR APPLE MAC USERS

An iMac or MacBook will not be provided as standard. You may use your own MacBook, however you are required to **bring with you a VGA dongle/adaptor** compatible with your MacBook for external video signal.

It is also essential that you test it well in advance in the meeting room, during the times indicated in point 5.

Alternatively, you can convert your presentation to PowerPoint. It is your responsibility to check in advance that your presentation will work correctly on the Windows computer/laptop software that is provided. As a backup, please bring your own MacBook, together with all necessary connection cables.

In order to use Mac presentations on a Windows computer/laptop please note that you need to prepare it according to the instructions below:

Use a common font, such as Arial, Times New Roman, Verdana etc. (special fonts might be changed to a default font on a PowerPoint based computer/laptop).

Insert pictures as JPG files (and not TIF, PNG or PICT - these images will not be visible on a PowerPoint based computer/laptop).

Use a common movie format, such as AVI, MPG and WMV (MOV files from QuickTime will not be visible on a PowerPoint based computer/laptop).

7. Meet the chairperson

Please report to the chairperson at the stage at least 10 minutes before the session starts.

Questions?

Please contact Babette Schmidt, Your Conference Support

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