Presenter Information & Guidelines – WCBCT 2019

General Procedures

Timing of Session
In order to keep the sessions (symposia etc.) running according to schedule and allow questions from the audience it is very important to keep the presentations within the allotted time. Stopping a speaker from completing a presentation can be very embarrassing for everybody concerned and hopefully will not be necessary if everyone respects this requirement.

You will have received information about your allotted speaking time, but if not please contact the convenor of your session to find this out or else consult the final programme and a more detailed version of these instructions is available on the WCBCT2019 website.

Presentation Material
Please note that **only digital material** will be accepted for oral presentations. Speakers may submit their presentation material online prior to the congress, however, presenters are also able to upload their presentation on-site at the Preview Centre. The presentations will be transferred to the session rooms electronically. The material remains the property of the speakers.

Please note that the use of own laptops/notebooks and presentation equipment is not allowed.

Speakers are reminded to check in at the Preview Centre's welcome desk **at least 90 minutes prior** to their scheduled presentation, *even* if they have already uploaded their presentation prior to the meeting.

On-site presentation upload procedure
- Ensure your presentation meets the technical requirements shown below.
- Check in at the Preview Centre's welcome desk to receive your login details
- Log on to an available computer and upload your presentation
- Presentations can be checked and edited onsite

Presentation
- Arrive in the room with sufficient time before the session **(at least 5 minutes beforehand).** Introduce yourself to the chairperson and to the room assistant. Make the chairperson familiar with the pronunciation of your name and institution.
- If time permits questions from the audience will be possible at the end of the presentation. The chairperson may ask you in advance for a specific topic that you would like to address to complement your presentation, in case there are no questions from the audience.
- When the previous presentation is over, and before the chairperson calls you, approach the room assistant, who will help you, set up the microphone.
- Strictly **follow the instructions of the chairperson(s)**, especially with regards to the time allotted for your talk e.g. time signals from the chairperson i.e. 5 and 2 minutes to go cards,.
- Speak directly into the microphone **in a normal voice** and **do not touch the microphone**.
- It is recommended to use the mouse as a pointer, and to follow the arrow on the monitor in front of you.

Technical Specifications

- **Data carriers**: Please use one of the following data carriers: **USB stick, external hard disk.** The presentation should not be saved solely on a notebook, hand held device (e.g. PDAs).
- **PowerPoint** versions that can be used are: **MS Office 2016 or earlier**. Save your PowerPoint presentation as ".pptx", ".ppt" or ".pps". Do **not** use the "pack&go" function. Please make sure that all movie files are saved separately on the data carrier.
- For embedded **movies** please use "mpeg1", "mpeg2", "wmv" or "avi". For best replayability please use only common and widespread video encodings (codecs), preferably in their newest version.
- **File size**: The size of one presentation should not exceed 500 MB, if uploaded online prior to the meeting. The size limit for presentations uploaded onsite at the Preview Centre is approx. 1GB (it is however recommended that presentations do not exceed 500 MB).
- For **images** use ".jpeg"/".jpg" or ".gif" formats. Please be aware that Office 2007 and newer compresses images by default, which may lead to reduced image quality. Disable image compression before saving/inserting images, to prevent this.
- Please use **16:9** as **presentation format**.
- All files should be in the same folder. Files not included in the presentation (e.g. movies) should be named numerically in ascending order (e.g.:1.mpg, 2.bmp, 3.wmv, 4.jpg...).
- **Do not use** any **passwords** or **encryption** for your files.
- **Do not use Macros within your presentation.**
- We recommend using **only default fonts** like Calibri, Arial, Verdana or Times New Roman. If you have to use other fonts, please make sure that they are saved as 'embedded fonts' in the presentation (when saving the file proceed as follows: 'save as'; 'name of presentation'; under 'tools': 'save options' and select 'embed true type fonts' and 'embed all characters').
- Please use only **regular characters** (a-z, A-Z, 0-9, spaces, underscore and dots) for your **filenames** and do not use special characters (accents, umlauts, symbols.
- For **mathematic symbols** please use only characters that are listed under 'Latin fonts' (Unicode or DOS: Western Europe).
- Please use only "**WinZip**" to pack your data if needed (free download of the current versions at www.winzip.com).
- If you are using PowerPoint for **Mac** or **Keynote**, please export your presentation as ".pptx" or ".ppt" for Windows.