

Oral Presentation Guidelines

The facilities in the Speaker Preview Room at the conference venue will provide the following possibilities:

- Reviewing your MS Power Point presentation
- Last minute changes to your MS Power Point presentation
- Expert advice by technical staff on site

To enable the staff to handle the technical aspects in an adequate way, the MS Power Point presentations should be prepared according to the guidelines below. It is essential that:

- The right format is used
- The presentation is handed in on time at the Speaker Preview Room: At least **four (4)** hours before your scheduled presentation time

The Speaker Preview Room is located in the second floor of the conference venue.

Opening Hours:

Wednesday, November 11, 2009	8.30 – 19.30
Thursday, November 12, 2009	7.00 – 19.00
Friday, November 13, 2009	7.00 – 19.00
Saturday, November 14, 2009	7.30 – 12.00

Session Rooms:

Each session room is equipped with the following items:

- Lectern with microphone
- Clip-on microphone
- Data projection for MS PowerPoint presentations
- Laser pointer
- Switches for notebook

Please note that there will be **NO** overhead projectors or slide projectors in any of the session rooms. Should you have problems preparing a MS Power Point presentation, please contact the EACS Conference Secretariat in advance, so that necessary arrangements can be made.

Presentation:

- Prepare your MS Power Point presentation according to the guidelines and save it on a disk, CD-ROM or USB memory stick. Label the materials with your name, session name, session date and presentation name.
- Check in at the Speaker Preview Room at least **four (4)** hours before your presentation time.
- Be in the session room at least **10 minutes** before the session starts to meet the chair of the session.
- Familiarize yourself with the equipment in the session room.
- Technical staff will be present to assist you.

Guidelines:

- Only Power Point presentations made in Microsoft Office 2003 or earlier versions can be accepted
- Presentations will be projected in a resolution of 1024 x 768 pixels. All video/data projectors (beamers) at the congress can visualize this resolution without a problem.
- Pictures and animation links to the Internet or to other files will NOT be accessible
- All movies and hyperlinks used in a presentation should be set to start automatically, as it is NOT possible to click on a movie when using the Cue-it ® system.
- Use standard Windows fonts only, .24 font size can be read easily.
- The following codec's will be available for use;
 - Integrated audio files such as mp3 or wav.
 - AVI and MPEG movies, integrated in a PowerPoint presentation, using the following codec's:
 - o XviD Version 1.2.0
 - o DIVX Pro 6.2.2
 - o 3ivX Pro (Version D4 4.5.1)
 - o Ligos Indeo XP
 - o MS MPEG-4 (version 4.1.0.3927)
 - o MPEG-4 Low and Fast motion (version 4.1.0.3927)
 - o Ligos MPEG-2 decoder (version 4.0.0.77)
 - o Cyberlink MPEG-2 decoder (version 6.0.0.2023)
 - o MainConcept MPEG-2 decoder (version 1.0.0.78)
 - o QuickTime codecs (version 7.0.2)
 - o Windows Media Player 10
 - Should embedded movies in a presentation not work, they will be converted at the Speaker Preview Room to a PowerPoint compatible format, with the EO Video® program.
- MAC users should check in early at the Speaker Preview Room to convert their presentation to a pc format.