

If you are a chairperson

Locate your session room as soon as possible.

You should arrive in your session room 15 minutes before the beginning of the session.

We remind you that:

- The room must be cleared exactly in accordance with the program schedule
- Discussion time must comply with the allowed timing
- Discussants should clearly state their name, institution and country.
- Participants should not speak without permission from the chairperson
- Time allocated to presentations includes discussion

If you are a speaker

Locate your session room in due time.

Speakers are requested to hand in their slides at the **Preview Room**.

Laptops are not allowed in the session room.

You should be in your session room 10 minutes before the beginning of the session and meet with the chairperson. Please comply strictly with the instructions given by the chairperson, especially with regard to your time allowance.

Disclosure of potential conflicts of interest

Speakers of EUROGIN 2012 are required to disclose their potential conflicts of interest. Consequently, a conflict of interest statement should be included on your first slide. There is no need to read it out in detail.

Presentation requirements and formats

Only files compatible with PCs can be accepted (no MAC, no UNIX). Please prepare your presentation using PowerPoint 2010 or prior versions, Open Office, PDF.

The Microsoft PowerPoint 97-2010 version of MS PowerPoint will be used for the presentations.

If you have video files attached to your PowerPoint presentation, these must be in one of the following formats: .mpeg, .avi or .wmv.

We recommend to avoid the .mov (quicktime) format.

Should you have .mov files, please export them to .avi format. When saving your final presentation to a CD or a USB memory stick, make sure you include your video files (if any) and all links to these multimedia files. Please use only the common PC fonts included in the basic installation of MS Windows (Arial, Times, ...) with your PowerPoint presentation and the Wingdings symbols for any special characters.

- The Preview System supports presentations prepared with the following tools (latest versions):
 - MS Office
 - Adobe PDF
- Presentations prepared on an Open Office or a Macintosh: these need to be converted to be compatible with the Preview System:
 - Save your Impress presentation as a PowerPoint file (PPT)
 - Export your Keynote presentation to MS PowerPoint. Be aware of the need to edit/reformat the presentation - fonts, animations, images and charts. For embedded movies please use the possibility of VLC player to save the movie in .wmv.
 - Please try out the proper functionalities of your presentation as soon as possible in the Preview Room
- In case that your video is not inserted in PowerPoint it is possible to have it in other formats - MPEG 2,4 , AVI (codecs: DivX, XviD, h264) or WMV. Suggested bitrate for all video based codecs is about 1Mbps with SD PAL resolution (1024x576pix with square pixels, AR: 16/9)

- The Preview System supports the Standard Western European fonts. If the presentation contains special characters or needs other fonts, they have to be provided by the speaker in the Preview room.
- Slides must be sized for an on-screen show of 4:3 and NOT 16:9. considering a native projection resolution of 1024*768.
- The video files attached to the presentation must be located in the same folder as the presentation files.
- JPG, GIF, BMP compressed images are the preferred file format for inserted images (other types of extensions will be accepted as well, provided that they are recognized by PowerPoint).

Handing in your file

Your computer file must be handed in to the personnel in the preview room either as a CD, DVD, external hard drive or on USB memory stick, **as early as possible :**

- in the morning for afternoon sessions
- the day before the presentation for sessions scheduled for the following morning.

In any case, presentations must be handed in at the Preview Room 2 hours before the beginning of the session at the latest!

Sessions are tightly scheduled and strict compliance with the allotted time frame is essential.

Preview room / Room 2.1

The slides preview room is located on level 2, in Room 2.1 . The preview room is fully equipped for slide and computer projections. Qualified personnel is available for receiving the slides/files which will be checked before being forwarded to the projectionists at the appropriate time.

Speakers will not have access to the projectionists, therefore they must hand in their slides to the preview room 2 hours before the beginning of their session at the latest. Slides for early morning sessions must be handed in on the previous day.

Computers are also available for presenters who wish to carry out some last-minute work on their presentations.

Preview room - Opening hours

- Saturday, July 7: 15:00 - 18:30
- Sunday, July 8: 7:30 - 18:30
- Monday, July 9: 7:30 - 18:30
- Tuesday, July 10: 7:30 - 18:30
- Wednesday, July 11: 7:30 - 14:00

Speakers will be able to check their presentations and, if needed, to make slight modifications.

A team is available in the preview room to assist the speakers with these different steps.

The following mass storage devices are accepted:

- CDROM / DVDROM
- USB memory stick
- External hard drive
- Laptop

Conflict(s) of interest statement

Every speaker needs to declare his potential conflicts of interest. Speakers who have not yet submitted their potential conflicts of interest on the dedicated form which was sent to them prior to the conference must complete and sign this form in the Preview room before handing in their files.

WARNING

No presentation can be directly downloaded on the computer in the conference room

In the conference room

The equipment in the conference room is the same as in the preview room.

The files downloaded in the preview room are automatically backed up and transferred without any modification to the conference room.

A technician is available before and during the presentation in the conference room, to assist the speaker if required.

In the conference room, the following equipment is available:

- 1 videoprojector
- 1 laptop on the lectern with a PP remote control
- You can move slides during your presentation on your own using the arrow keys of the keyboard or by remote control for PP
- Technical staff is responsible to open your presentation and to switch it on full screen. Then the speaker can start to move slides.
- All speakers whose presentations do not comply with these guidelines are kindly requested to contact the Preview Room as soon as possible.

Privacy of presentations

At the end of the congress, we systematically remove and delete ALL presentations and associated files.

We do not keep or transfer files to third parties unless requested and authorized by the author or a member of the organizing committee.

Poster presentations

Selected submitted papers will be displayed in the Poster Area located next to the Exhibition and the North Hall Conference room.

They will remain on display throughout the whole duration of the congress for delegates to view at their leisure from 8:00 to 18:00.

To fit conveniently on the poster boards and guarantee correct exposure for the reader, posters should comply with the following size limits:

Maximum width = 0.95 m

Maximum height = 1.50 m

Only one board side will be allocated to each participant.

Posters can be fixed on the panels using the special devices available at the Registration desk on Level 1 from Saturday, July 7 at 15:00.

Authors are requested to ensure installation and removal of their posters on the designated boards, in accordance with the following schedule:

Installation: Saturday, July 7, from 15:00 to 18:30 / Sunday July 8, from 8:00 to 9:30

Dismantling: Wednesday, May 11, from 13:00 to 16:00

Poster boards are numbered according to the program.

The Organizing Committee declines liability for any loss or damage incurred to posters left on their board beyond the indicated time.

Authors are requested to stay close to their poster during the breaks (coffee and lunchtime breaks).

Disclosure of potential conflicts of interest

Poster presenters of EUROGIN 2012 are required to disclose their potential conflicts of interest. Consequently, a conflict of interest statement should be included on the poster.