

# Information for Speakers and Chairpersons

## If you are a chairperson

Locate your session room as soon as possible.

You should arrive in your session room 10 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 2013 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

The computers at the convention center work with the 2010 Microsoft Office version pack. You are requested to hand in your presentation in ppt or pptx format. We suggest to put all videos in the ppt folder or to embed them in the pptx. Please consider to convert videos in the lowest quality possible (4:3 projection).

If you have a keynote presentation the technicians in the preview room can convert it to ppt mode (but please remember that sometimes the two systems are not completely compatible!).

## Preview room (Slide room)

The slides preview room is located at the entrance of the Palazzo dei Congressi (ground floor), on the left when entering the building. 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/Speakers slide room - Opening hours

Saturday, Nov. 2:	15.00 – 18.30
Sunday, Nov. 3:	7:30 – 18.30
Monday, Nov. 4:	7:30 – 18.30
Tuesday, Nov. 5	7:30 – 18.30
Wednesday, Nov. 6	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**

### **WARNING**

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

## **In the Conference Room**

The equipment in the conference room is exactly 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 video projector
- 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 for opening of presentations and for switching them on full screen. Then the speaker can start to move the 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 authorised by the author or a member of the organization committee.