



Instructions for speakers



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How to create a presentation

Instructions for PowerPoint

- Please save your presentation as **PowerPoint Presentation 97-2007, 2010 or higher** (*.pptx) so that we can guarantee that we can open it on our computers.
- **The screens in the halls will be prepared for a 16:9 presentation format**; the traditional 4:3 presentation format will be also accepted, and you can use it. However, such a presentation may not look good on larger screens.
- If you are creating your presentation on Apple “**Macintosh**” computer, please come to the **SPEAKERS READY ROOM** (Meeting room 2.1) 90 minutes before your lecture begins to resolve any potential compatibility issues.



How to create a presentation

Images / Videos

- JPG is the most frequently used format for inserting images into a presentation.
- GIF, TIF and BMP are also acceptable.
- To display images in a good quality during presentation, a resolution of up to 250 dpi is sufficient. Higher image resolution only increases the file size and does not make the image look sharper on the screen. Please compress the images in your presentation to the recommended resolution.
- If your presentation contains a video, please come to the SPEAKERS READY ROOM earlier so that we can test whether your video format is compatible with our software and whether the video has been inserted correctly.

Fonts

- Only fonts that are part of the basic Microsoft Windows installation will be available. Other fonts may not display correctly and can corrupt your presentation.
- Recommended fonts Arial, Times New Roman, Tahoma, Calibri.
- If you insist on using special fonts, you have to save these fonts together with your presentation. Follow these steps:
 - Click on "tools" then "options" then "save" and check the box "Embed True Type fonts"
 - Save the presentation



Uploading and saving presentations

Presentation requirements

- Please bring your files on one of the listed media:
 - USB “flash drive”
 - External drive
- Save all lecture-related files in the same folder (PowerPoint, movie/video files, etc.)
- If you are giving more than one lecture, save each presentation in a separate folder and name it accordingly to avoid any confusion when saving it to our system.
- **Always make a backup of your presentation on another media or a portable drive.**
- **The file size limit is 200 MB.**
- **Supported file types: PPTX, PDF and MP4**

Where to upload your presentation

- Please come to the SPEAKERS READY ROOM (Meeting room 2.1) at least 1 hour before the start of your session. In this room, the technical support will upload your presentation to the system, test the presentation and check that it displays correctly.
- Please note that due to technical reasons, uploading your presentation directly in the hall during the break before your session is not possible



Opening hours of the SPEAKERS READY ROOM - (Meeting room 2.1)

Sunday, 14 August	15:00 – 18:00
Monday, 15 August	08:00 – 19:00
Tuesday, 16 August	08:00 – 17:30
Wednesday, 17 August	08:00 – 13:00
Thursday, 18 August	08:00 – 19:00
Friday, 19 August	08:00 – 16:30

- During your lecture, you can control your presentation using a wireless presenter (or keyboard/mouse), which the technical support will provide to you during the break.
- You can use your own laptop only if absolutely necessary and after a prior consultation with the technical support in the speakers ready room.
- After the session ends, all presentations will be deleted from our computers.