



GUIDELINES FOR SPEAKERS & CHAIRPERSONS

Preview Center

The Preview Center is located in room "Künstlerzimmer" on level 1 of the congress venue and will be open during the following hours:

Tuesday	December 1, 2015	11:00 - 17:30
Wednesday	December 2, 2015	07:30 – 17:30
Thursday	December 3, 2015	07:00 – 18:30
Friday	December 4, 2015	07:00 – 14:00

Staff and equipment will be available for you to arrange and preview your presentation.

If you are a chairperson

Please locate your session room in due time. Please be at your session room at least 15 minutes prior to the start of the session.

We may remind you that speakers need to strictly observe the time schedule. Panellists should not speak before they are recognised by the chair and must first clearly state their name, institution and country of origin.

If you are a speaker in a session

Please locate your session room in due time. Please be at your session room at least 15 minutes prior to the start of the session.

Speakers should deliver and view/check their presentations at the preview center **at least 2 hours prior to the start of the respective session**. For sessions starting at 07:45/08:00 the presentation should be delivered on the previous day.

CONFLICT OF INTEREST: Please indicate any conflict of interest on the first slide of your presentation. The organisers are committed to avoid potential conflicts of interest. During the presentation open publicity or unfair and/or unsupported information for products/organisations/business should be avoided. Commercial logos or photographs should not be used (other than in the designated industry workshops).

Any conflicts of interest you stated on the official form are published in this final programme book (see pages xx-xx) in accordance with UEMS/EACCME® regulations.

Audiovisual requirements for speakers

The organisers require the speakers to adapt their audio-visual material to the technical equipment provided at the congress venue to ensure a smooth running of all sessions.

Technical & formal requirements

Each Session Room will be equipped with a laptop running on Windows 7 Professional and a Macbook Pro running on Mac OS X El Capitan. The lectern will be equipped with a preview monitor. You will be in control of moving your slides back and forth with a Cue Light Micro Cue.

To safeguard presentation time and quality we hope you understand that use of your own laptop will not be possible. Only single projection will be available.

The only presentation softwares supported will be Microsoft PowerPoint 2013 for Windows and Keynote for Mac.

Do not include live links to the Internet into your presentation. If you wish to show web pages use screen shots within your PowerPoint presentation.

Electronic presentations will be projected on screens optimized for 4:3.

Speakers should bring their presentations saved preferably on USB memory Stick. Other forms of recording like CD-R or DVD-R disk will be accepted too.

Video or audio files

Please ensure that any **video or audio files** that are part of the presentation are also saved as separate video / audio files on the USB memory stick along with the presentation. We strongly recommend creating a folder with all the content of the presentation.

Inform the technicians at the preview center in due time, that a video/audio file is included in your presentation.

WMV is the only acceptable video format.

Saving you presentation

To avoid any compatibility problems please do not use special characters (e.g. ε, etc) to name your presentation or video files.