

Instructions for Chair-Person and Speakers

All Chair-Persons and Speakers are kindly requested to be in the session room at least 10 minutes before their session starts.

It is essential that Speakers keep to the time frame of their session. Please consider your presentation time including room for discussion, indicatively 15' for the presentation and 5' for Q&A. Discussions after the presentations give the audience the opportunity to ask questions. Please consider keeping your answers concise to allow more questions from the audience.

Presentations are centrally managed:

Please submit your presentation to the registration desk at least 1 hour before the start of the session in which you are presenting. Preferably earlier.

The registration desk is located directly in front of the event hall and is permanently staffed during conference hours.

The computer file of your presentation (**format: PowerPoint is preferred**, PDF also possible) can be transferred via **USB** device or from any online storage that you have access to. You can also borrow a USB stick from us for data transfer.

Format and technical requirements

The projection will be in **16:9 format**. Please be aware that your presentation will show black borders if you are using another aspect ratio.

IMPORTANT: Please **name your presentation** with your relevant session number, date, your last name, and presentation number (as for the programme) according to the following example

Example: Session-1_1405_Rietkerk_2031

If you want to integrate videos, please embed them into your PowerPoint files. As a backup, please save the videos as an extra file in the same folder. Please use only MP4 videos.

A Windows device with PowerPoint 2019 is available at the registration desk. Please test the presentation here beforehand.

These are the official specifications for using videos from within PowerPoint:

<https://support.microsoft.com/en-us/office/video-and-audio-file-formats-supported-in-powerpoint-d8b12450-26db-4c7b-a5c1-593d3418fb59>

Presentations using non-standard Windows fonts should be saved with embedded fonts. To avoid potential problems with display fonts, please only use fonts that are common between different platforms (Arial, Courier, Courier New, Geneva, Georgia, Helvetica, Times, Times New Roman).