

INSTRUCTIONS FOR INVITED SPEAKERS

1. Presentation slot

Please find the final programme attached. You are kindly requested to double check your presentation time, the duration of your slot and the meeting room you are presenting in.

2. Debates on Saturday (session PLE04) and Sunday (PLE06)

These speakers will be instructed separately by Gitte Tønner.

3. Slides format

Please prepare your slides in a 16:9 format.

4. Uploading of the presentation

Please bring your presentation **on a USB flash drive**.

Uploading and testing must be done on **Thursday 26 May** during pre-registration and the Welcome Reception, **between 17.00-20.00 hrs** in meeting room Progress.

If you arrive later than 20.00 hrs in Utrecht, you can upload your presentation in the meeting room of your presentation (Progress, Expedition, Mission I or Mission II). This should be done preferably the day before your presentation, but in any case no later than in the coffee or lunch break before your session.

5. Technical assistance

- a. If you are presenting in the **plenary room Progress**: a technician will be present in the meeting room during all sessions to assist speakers and to operate sound and light.
- b. In the break-out rooms **Mission 1 and Mission 2**, the technician will be in the meeting room approx. 30 minutes before the sessions start to help you upload your presentation and answer any questions you may have. After the start of the session the technician will be on stand-by outside the meeting rooms.
- c. In break-out room **Expedition**, the technician will be present in the meeting room during the Research Presentations on Friday (sessions PAR02 and PAR06). For the other sessions the technician will be available as mentioned at point 4b.

6. Audiovisual equipment

All meeting rooms are equipped with a data projector, a laptop or PC and a laser pointer. Please note: **in principle it is not possible to use your own laptop, especially in sessions with more than one speaker**. If you have a Mac, please see below.

7. IMPORTANT NOTE FOR APPLE MAC USERS

An iMac or MacBook will not be provided as standard. You may use your own MacBook, however you are required to **bring with you a VGA dongle/adaptor** compatible with your MacBook for external video signal.

Alternatively, you can convert your presentation to PowerPoint. It is your responsibility to check in advance that your presentation will work correctly on the Windows computer/laptop software that is provided. As a backup, please bring your own MacBook, together with all necessary connection cables.

In order to use Mac presentations on a Windows computer/laptop please note that you need to prepare it according to the instructions below:

Use a common font, such as Arial, Times New Roman, Verdana etc. (special fonts might be changed to a default font on a PowerPoint based computer/laptop).

Insert pictures as JPG files (and not TIF, PNG or PICT - these images will not be visible on a PowerPoint based computer/laptop).

Use a common movie format, such as AVI, MPG and WMV (MOV files from QuickTime will not be visible on a PowerPoint based computer/laptop).

8. Meet the chairperson

Please report to the chairperson in your meeting room at least 10 minutes before the session starts.

Questions?

Please contact the Convention Organisers, Babette Schmidt and Jerry Gaspersz, e-mail:

support@yourconferencesupport.com