

## INSTRUCTIONS FOR RESEARCH PRESENTERS

### 1. Presentation slot

The Research Presentations are scheduled on Friday 27 May in sessions PAR02 from 13.30-15.00 hrs. and session PAR06 from 15.30-17.00 hrs. Please check the final programme (attached) for your presentation slot. At the end of the session there will be 10 minutes for a joint Q&A.

You have a **maximum of 10 minutes** for your presentation.

### 2. Slides format

Please prepare your slides in a 16:9 format.

### 3. 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 meeting room Expedition on Friday:

- for session PAR02 during the lunch break from 12.45-13.15 in meeting room Expedition
- for session PAR06 during the afternoon coffee break from 15.00-15.15 hrs.

### 4. Audiovisual equipment and technical assistance

The meeting room is equipped with a data projector, a laptop or PC and a laser pointer. A technician will be available in the meeting room to manage the light and sound.

Please note: **it is not possible to use your own laptop**. If you have a Mac, please see below.

### 5. 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).

### 6. Meet the chairperson

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

### Questions?

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

[support@yourconferencesupport.com](mailto:support@yourconferencesupport.com)