



INSTRUCTIONS FOR ORAL PRESENTERS

Upload of your presentation

Speakers are recommended to check-in at the **Speakers' Service Center (SSC)** at least **3 hours prior to their scheduled presentation**. The computers in the Speaker Service Center will be configured with hardware and software like the ones in the meeting room. It is imperative that you review your presentation in the Speaker Service Center.

The **ECPCA Speakers' Service Center (SSC)** is located in room "Uitloop Foyer" which is on the ground floor of the TivoliVredenburg. All presentations will be distributed to the different session rooms from this room only. Technical equipment and assistance will be provided there. You can bring your presentation to the SSC on an USB memory stick. Make sure your presentation is prepared in a **16:9 format**.

Conflict of interest Disclosure

In compliance with EACCM and GAIA requirements all speakers must include one slide disclosing conflicts of interest at the beginning of their presentation. Kindly download the template slide [here](#). You may use the ECPCA template also for the rest of your presentation.

Key points

- All presentations will be played on PowerPoint 2013 or Acrobat Reader 10 for PC;
- Only video codec's and fonts as detailed in below will be supported;
- PowerPoint for MAC files should be tested on a PC before attending the event;
- The use of your own laptop during your presentation is NOT permitted.

Before you arrive to the congress

Backup: Copy your PowerPoint/PDF and all movies to one folder on a USB flash drive. PowerPoint prior to 2010 does **NOT** embed movies. These must all be placed in the same folder as your PowerPoint.

At the congress

Presenters should upload and review their presentation in the SSC 3 hours prior to their scheduled presentation. Technicians will be at your disposal in the SSC in order to assist you with any compatibility or formatting issues. Once you are comfortable that your presentation is complete, confirm the date, time, and room for your session.

Speakers' Service Center opening hours

Wednesday, 12 June 2019	07.30 – 18.00 hours
Thursday, 13 June 2019	07.30 – 17.00 hours
Friday, 14 June 2019	07.30 – 17.00 hours
Saturday, 15 June 2019	07.30 – 11.00 hours

In the Session Room

Please arrive to your session room at least **15 minutes** before the start of your session. Take time to familiarize yourself with the room and the setup at the lectern. In each session room, a room attendant and/or a technician can assist you if you have any question.

Should you have any questions not addressed in this document, please feel free to email us at ecpca2019@mci-group.com.

-