



INSTRUCTIONS FOR ORAL PRESENTATIONS

In order to match with the most recent technology, the meeting room will be equipped with a high power Video-projector.

To avoid delays caused by switching computers at the platform, booting-up computers and potential compatibility problems, there will be a master computer in the meeting room and to ensure smooth transition between speakers and appropriate audiovisual technical support, the Organisers request that speakers do not plan on connecting their laptop to the Video-projector, nor even bring their own Video-projectors. **Speaker should go to the Pre-View room beforehand to bring their PowerPoint presentation(s).**

PRESENTATION FORMAT

- ONLY PowerPoint presentations, Office 2007 and all prior versions for PC are accepted¹.
- Please, save the presentation on a CD or USB key.
- If you have pictures, they must be under the following format: .jpg, .gif, .tiff, or .bmp (**format .pict prohibited**).
- If you have video files attached to your power point presentation, the file format must be .mpg, .mpeg, .avi, .wmv. **The format .mov (quicktime) is NOT accepted.** Please use standard Windows CODECs (all versions of Divx, Mpeg 1, Mpeg 2, Indeo 3.2, Microsoft video 1, Microsoft Mpeg-4) to encode your videos.
- Do not forget, when saving your final presentation to CD or USB Key, to make sure to include your video files if any and all links to these multimedia files!

Presentations made in localised software environments (e.g. national character sets, fonts, etc.)

Please use usual PC fonts for your PowerPoint presentation such as Arial, Times New Roman and the Wingdings collection for special characters and other signs.

DEPOSITING OF YOUR FILE

- Your computer file must be handed over to the personnel of the **PRE-VIEW ROOM**, either with a CD or a USB Key, **as far in advance as possible (2 hours before the beginning of your session at the latest). The presentation for an early morning session should be handed over in the evening before.**
- In the **PRE-VIEW ROOM**, you will be assisted by a multimedia specialist who will check your presentation with you, upload it on a server, make sure it runs properly, and show you how to launch it from the meeting room computer.

IN THE MEETING ROOM

- You will launch your presentation from the lectern. The PC on the lectern is programmed with 1280X1024 pixels and is linked to a Video-projector.
- Once the presentation is launched, you, the speaker, will control the programme by clicking on the mouse or on the keyboard.

Please, do NOT come at the last minute with your own laptop to the meeting room: you will NOT be able to connect it. You must go to the PRE-VIEW ROOM beforehand.

¹ PowerPoint version used in the meeting room is Office 2007 for best compatibility reasons

Audio Visual Authenticity

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