

GUIDELINE for ORAL presentations & PREPARATION of your TALK

Prepare your slides with a **format** of 16:9.

The operating system on-site is Windows, Application: PowerPoint 2010.

For **Mac Users**: Keynote presentations are unfortunately not compatible.

All presentations need to be prepared WINDOWS compatible (either ppt., pptx, or pdf)

Ensure to keep the time and prepare your presentation accordingly:

Maximum of 2 slides per minute are recommended!

It is OBLIGATORY to upload your presentation at the Speakers' Room in San Sebastián!

The use of private laptops is neither possible nor allowed.

Copy your presentation to a portable memory stick (ensure Windows compatibility) and proceed to the Speakers' Room.

If your presentation data is linked to other files (still or moving images, graphs etc.), those linked files should also be saved at the memory stick so that the links checked in the Speaker Ready Room.

Hints for embedding movies: <https://support.office.com/en-us/article/Video-Insert-video-into-your-presentation-7d9d3db6-23a7-46ec-9e22-3496e42996db>

Hints for embedding fonts: <https://support.office.com/en-us/article/Embed-fonts-in-Word-PowerPoint-or-Excel-cb3982aa-ea76-4323-b008-86670f222dbc>

AT THE SPEAKERS' ROOM:

Be there in time: **AL LEAST 2h prior to your presentation** but also a day or two before is perfectly fine.

CHECK your presentation at a laptop inside the Speakers' room AND together with a technician with special focus on embedded videos and figures.

Inform the technicians about the slot/session of your presentation to ensure the correct handling.

You can also use the Speakers' Room to finalize your presentation. Laptops (PCs) are available and technicians are on-site to support you.

Opening hours of the Speakers' Room

Tuesday 20 March 2018	12.30h – 19.30h
Wednesday 21 March 2018	07.30h – 18.30h
Thursday 22 March 2018	07.30h – 18.30h
Friday 23 March 2018	07.30h – 12.00h

The programme of the EMIM can be found at
http://eventclass.org/contxt_emim2018/online-program