



SPEAKER GUIDELINES

Speaker Preview Room

The facilities in the Speaker Preview Room of the EORNA Congress will provide the possibility to:

- review your PowerPoint presentation
- make last-minute alterations to your PowerPoint presentation
- receive support from technical staff
- upload your PowerPoint presentation to your assigned session room

To enable the staff to handle the technical aspects in an efficient way, all presentations should be prepared according to the guidelines below. It is essential that:

- the correct format is used
- the presentation be uploaded in the Speaker Preview Room **at least two hours prior to your session** (we recommend that you deliver your presentation the day before the session in which you will present, if possible).

The Speaker Preview Room is located in room Nile.

Speaker Preview Room opening hours:

- 16. May | 16:00 – 21:00
- 17. May | 07:30 – 19:00
- 18. May | 07:30 – 19:00
- 19. May | 08:30 – 11:00

Session Rooms:

Each session room is equipped with:

- Video projector
- Lectern with microphone
- Laser pointer
- Laptop with operating system Windows 10 (English)
- Remote control for PowerPoint

Scientific Programme:

The overview of the scientific programme can be found in the [Congress Session Planner](#).

Filming and Taking Pictures

Filming and taking pictures are forbidden during all sessions. Delegates will be reminded during each session, and this policy will be strictly enforced.

Presentation Guidelines:

Presentation Format

Please use Microsoft PowerPoint 2016 (*.ppt or .pptx), OpenOffice/LibreOffice Impress, PREZI or Adobe PDF to guarantee your presentation will open successfully on an on-site PC. If you use MS PowerPoint, we recommend that you save your PowerPoint presentation using .ppt- or .pptx-format and not .pps or .ppsx.

All presentations will be presented on 16:9 screens. Presentations with a 4:3 ratio could be used as well.

Please use high contrast lettering, fonts with a minimum size of 20pt, and high contrast layouts (light background and dark text).



Pictures

- JPG images are the preferred file format for inserted images.
- GIF, TIF or BMP formats will be accepted as well.

Images inserted into PowerPoint are embedded into the presentations. A picture resolution between 72 and 200 dpi is enough. Bigger files would only increase the file size of your presentation. The maximum file size of images should not exceed 250KBytes.

Movies / Videos

Because of the wide variety of video formats available, support cannot be provided for embedded videos in your presentation; please test your presentation on the on-site PC several hours before your presentation. Generally, the MPEG-4 and WMV format should work with no difficulties.

Movies or videos that require additional reading or projection equipment will not be accepted.

Fonts

Only fonts which are included in the basic installation of MS-Windows 10 will be available (English version of Windows). Use of other fonts not included in Windows can cause the wrong formatting of your presentation.

Suggested fonts: Arial, Tahoma, Calibri

If you must use different fonts, these must be embedded into your presentation.

Transfer of your Presentation

Please submit your presentation to the Speaker Preview Room using a USB memory stick.

- Save all files associated with your presentation (PowerPoint file, movie/video files etc.) to one folder/location.

The conference staff will transfer your presentation from the Speaker Preview Room to the corresponding session room. You will find your presentation on the laptop (on the lectern) in your session room.

Always make a backup copy of your presentation(s) and all associated files and save them on a separate portable medium.

Other Information

- You can control/move slides during your presentation by remote control PowerPoint - please check this in the Speaker Preview Room in advance.
- Kindly be at the session room **15 minutes before** the session starts to meet the moderators of your session and familiarize yourself with the technical and other equipment.

Using your own laptop for your presentation is not possible.

All speakers are requested to adhere to the time allotted for their presentations.

Important:

- No personal laptop can be directly connected to the lectern computer as the presentation must be checked beforehand at the Speaker Preview Room.
- Please note that there will be NO overhead projectors or slide projectors in any of the session rooms. Should you have problems preparing a PowerPoint presentation, please contact the EORNA Congress Secretariat in advance, so that necessary arrangements can be made.



We have a few tips to help make your presentation a success:

- Make your slides as concise as possible by keeping texts short and avoiding too many bullet points
- Keep maximum 1 clear idea or topic per slide
- Provide a new visual every minute
- Use standard Windows fonts only: 24 font size can be read easily.
- Try to avoid reading your slides and engage your audience by structuring your presentation with a Proposal, your Evidence, and Call to Action:



- Break your presentation into a series of 3 to 4 minutes segments alternating storytelling and learning;



PowerPoint Presentations available after the congress on the congress website

EORNA will provide online access to presentations made at the conference to EORNA members. This method will allow the EORNA to extend the reach of the specialised educational content provided by our speakers.

If you agree, your PowerPoint Presentation will be password protected and accessible in PDF format only directly from the EORNA website. You will be asked to indicate if you authorize the publication of your presentation in the speaker preview room.

Once more, we would like to thank you for your contribution to a successful conference in the Hague.

Should you need further information, please do not hesitate to contact the EORNA 2019 Congress Secretariat at info@eorna-congress.eu.

With kind regards,

the EORNA 2019 Congress Secretariat