

## ISER 2016 – SPEAKER GUIDELINES

Dear Colleague,

We would like to thank you for agreeing to give a presentation during the XXII Biennial Meeting of the International Society for Eye Research.

### Speaker Preview Room

The facilities in the Speaker Preview Room of the XXII Biennial Meeting of the International Society for Eye Research will provide the possibility of:

- reviewing your PowerPoint presentation
- last minute alterations of your PowerPoint presentation
- support by technical staff
- uploading your PowerPoint presentation for the dedicated 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 handed in on time at the Speaker Preview: **at least two hours before the beginning of your session** (it is recommended to deliver your presentation the day before the session if possible).

The Speaker Preview Room is located on Level 4F of the Keio Plaza Hotel.

### Speaker Preview Room opening hours:

Sunday, September 25	02:00pm - 08:00pm
Monday, September 26	07:00am - 07:00pm
Tuesday, September 27	07:00am - 07:00pm
Wednesday, September 28	07:00am - 07:00pm
Thursday, September 29	07:00am - 04:00pm

### **Session Rooms:**

Each session room is equipped with:

- Video projector and screen
- Lectern with microphone
- Laser pointer
- Laptop with operating system Windows 7 (English)

### **Scientific Programme:**

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

### **Filming and Taking Pictures**

For your information, filming and taking pictures is forbidden during all sessions and delegates will be reminded of this policy.

### **Presentation Guidelines:**

**Please note that you must include a 1<sup>st</sup> slide in your presentation disclosing your conflict(s) of interest, or the following sentence if applicable:**

***Disclosures: No financial relationships to disclose***

### **Presentation Format**

Please use Microsoft PowerPoint 2007-2013 (\*.ppt), OpenOffice Impress 1.0 – 3.0 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-format and not .pps.

All presentations will be presented in a resolution of 1024x768 pixels (landscape: 4:3).

Please use high contrast lettering and fonts with a minimum size of 16pt and high contrast layouts like light text on dark colours.

### **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. The resolution of pictures between 72 and 200 dpi is sufficient. 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 many different video formats, 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, MPEG-1 and WMV format should work with no difficulties. The file size should not exceed 50 MB.

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 7 will be available (English version of Windows). Use of other fonts not included in Windows can cause the wrong layout / style of your presentation.

Suggested fonts: Arial, Times New Roman, Tahoma.

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

Please note that the Meeting language is English and no other language other than English should be included in your presentation.

### **Transfer of your Presentation**

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

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

The Meeting staff will transfer your presentation from the Speaker Preview Room to the corresponding session room. You will easily find your presentation at the lectern installed laptop in your session room.

Always make a backup copy of your presentations and all associated files and save them on a separate portable medium.



XXII Biennial Meeting of the International  
Society for Eye Research  
September 25-29, 2016 | Tokyo, Japan



### **Other Information**

You can control/move slides during your presentation on your own on the presentation laptop.

Kindly be at the session room **10 minutes before** the session starts to meet the session heads 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 timings set for their presentations.

All speakers and Session Organizers need to **register** for the Meeting. Name badges and Meeting material should be picked up at the Registration Counter located in the lobby of level 4F of the Keio Plaza Hotel.

Once more, we would like to thank you for your contribution to a successful Meeting in Tokyo.

Should you need further information, please do not hesitate to contact the Meeting Secretariat at [iser2016-abstracts@kit-group.org](mailto:iser2016-abstracts@kit-group.org)

With kind regards,

Your ISER 2016 Meeting Secretariat

<http://iserbiennialmeeting2016.org/>