ISER 2023 – SPEAKER GUIDELINES

Dear Colleague,

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

Speaker Preview Room

The facilities in the Speaker Preview Room of the XXV 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
- **uploading** your PowerPoint presentation for the dedicated session room
- **support and briefing** by technical staff

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 16:9 is used
- the presentation is handed in on time at the Speaker Preview: **at least three 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 the First Floor on top of the escalator at the Gold Coast Exhibition and Convention Centre (GCCEC).

Speaker Preview Room opening hours

Sunday, February 19	16:00 – 20:30
Monday, February 20	07:30 - 18:00
Tuesday, February 21	07:30 - 18:00
Wednesday, February 22	07:30 - 17:00
Thursday, February 23	07:30 - 16:00

Session Rooms

Each session room is equipped with:

- Video projector and screen
- Lectern with microphone
- Remote Control
- Laser pointer
- Laptop

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 1st slide in your presentation disclosing your <u>conflict(s) of interest</u>, or the following sentence if applicable:

Disclosures: No financial relationships to disclose

Presentation Format

Please use Microsoft PowerPoint, OpenOffice Impress 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: 16:9**).

Please use **high-contrast lettering** and fonts with a **minimum size of 16pt**.

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 formats 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 10 will be available (English version of Windows). Use of other fonts not included in Windows can cause the wrong layout / style of your presentation.

<u>Suggested fonts:</u> 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.

Other Information

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

Kindly be in 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 (incl. Q&A).

Should you require more time for Q&A you are welcome to invite your audience for an eye-to-eye meeting after the session in one of the **"Meet the Experts Lounges"** per floor.

All speakers and Session Organizers need to **register** for the Meeting. Name badges should be picked up at the Gold Coast Convention and Exhibition Center (GCCEC) at the Registration Counter located on Ground Floor.

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

Should you need further information, please do not hesitate to contact the Meeting Secretariat at iser2023-abstracts@kit-group.org

With kind regards,
Your ISER 2023 Meeting Secretariat

https://iserbiennialmeeting2023.org/