

Instructions for the speakers

WINDOWS:

- Presentations should be created with Microsoft Office Xp, 2003 or Office 2007 and have to be saved in PPT format. Presentations created with OpenOffice or Apple Keynote will not be accepted.
- To ensure that the presentations are well prepared, we strongly advise you to bring your presentation to the Speaker Ready Room on CD-Rom/DVD-Rom or USB stick and check the presentation with the preview technical staff at least 3 hours before your presentation is scheduled.
- Videos must be copied to the same folder as the presentation. Accepted video formats: .MPG, .WMV; otherwise you have to bring your presentation to the Speaker Ready Room at least 4 hours before your presentation is scheduled, in order to have time to check or convert your videos with the technical staff.
- Standard Windows fonts only are allowed; otherwise font must be copied to the same folder as the presentation.
- It is not possible to use slides or VHS.

MAC:

- You have to save your work in PowerPoint format PPT.
- Standard Windows fonts only are allowed; otherwise font must be copied to the same folder as the presentation.
- Videos must be copied to the same folder as the presentation. Accepted video formats: .MPG, .AVI; **anyhow** you have to bring your presentation to the Speaker Ready Room at least 4 hours before your presentation is scheduled to check or convert your video with the technical staff.
- Accepted picture file formats: .JPG, .GIF, .BMP; otherwise you have to bring your presentation to the Speaker Ready Room at least **3 hours before your presentation is scheduled** to check or convert your picture with the technical staff.

There is no mouse at the podium; there is a remote control to forward and back, together with a laser pointer; having no mouse, videos must be started automatically and no external hyperlinks are allowed.