# GUIDELINES FOR INVITED SPEAKERS

**Technical requirements and instructions for presentation**

Our team at the Registration Desk will direct you to the Speakers' Preview Room on-site.

Speakers must download their talk at the Speakers preview room at least 24 hours in advance of the scheduled talk.  Speakers that cannot arrive 24 hours in advance can also submit their presentation by email to cophy@comtecmed.com.
**If a talk is not received at least 24 hours before your lecture, we cannot guarantee that the talk can be given, and the time will be expanded to additional debate of the speakers at your session.**

In the Speakers preview room you may check and rehearse your presentation.
Opening hours:

Thursday, April 4       17:00-20:00

Friday, April 5          08:00-18:30

Saturday, April 6       08:00-18:00

**You cannot use your own computer,** no matter how small or large your files are, since some of the talks are relayed to "overflow" rooms, and in order to avoid any technical delays potentially incurred with switching computers. A PC and Mac will be provided for presentations.

    • Please make sure that all fonts, images, animations and sounds appear as expected in your PowerPoint presentation.

    • If you have movies in your presentation please make sure to copy the entire folder with the movies in it.

    • On presentation mode, your text should be large enough to be easily readable. The slides should not include multiple rows of text in small font.

    • Your PP presentation will be made available in the lecture hall via computer network.

    • Qualified technicians are ready to help you upload your presentation in the Speakers preview room.

    • **There will be no possibility to connect your personal laptop in the lecture hall.**

    • All presentations are deleted at the end of the conference, unless permission has been granted to the conference society to retain the presentation files.

**During your presentation:**

    • Each session room will be staffed with an AV technician who will assist in starting each presentation.

• From the lectern you will be able to control your presentation using a remote control (no mouse will be available).

• Please stick carefully to your allotted time. Moderators have strict instructions to interrupt if you exceed the allocated time slot.

• Please give enough time for debate and questions (5 minutes will be appropriate) since this is a highlight of the symposium and largely responsible for its huge success with large registration.

**Thank you for your participation.**