

PRESENTATION TECHNOLOGY

Equipment

- The lecture halls **Festsaal, Großer Saal, Helsinki, Budapest, New York, London** are equipped with beamer, laptop as well as sound system, and connected to the speaker preview room. For presentation, please note the information below.
- The satellite rooms **M and R** are furnished with beamer or monitor (HDMI connection) only. They do NOT have a laptop, are NOT connected to the speaker preview room, presentations CANNOT be uploaded.
- All halls and rooms are connected to the **Congress-WiFi**, video conferencing is NOT intended.

Lectures

- Accepted **presentation format** is PowerPoint (.pptx, .ppt). NOT VALID presentation formats are Apple Keynote etc.
- For **Mac users**: Testing the presentation on a PC beforehand is strongly recommended. If you are using Apple Keynote, please save the file as a PowerPoint presentation. Content from PDF files should be inserted as images to avoid display errors.
- For playback during the congress, **Microsoft Office 365** will be used on MS Windows 10 computers.
- The preferred **aspect ratio** is 16:9.
- If your presentation slides contain **videos**, please embed them in the .pptx presentation (linked videos are not recommended!). Common video formats are supported (preferred: *.mp4).
- **QR codes** can be embedded, but links to external **websites** (URLs) CANNOT.
- To avoid problems with the display of **fonts**, the use of the following fonts is recommended: Arial, Courier, Courier New, Geneva, Georgia, Helvetica, Times, Times New Roman. Non-standard Windows 10 or Office 365 fonts should be saved with the option "embedded fonts".
- Please check your presentation for **spelling or other errors** and make sure that texts, diagrams, illustrations, etc. are of sufficient size.
- Presentations must be **uploaded** via the [presentation portal](#) before use. You will receive a separate e-mail 4 weeks before the start of the congress.
- The maximum **file size** is 5GB.
- **Conflicts of interest** must be disclosed, a PowerPoint template can be found [here](#).
- Please take into account relevant **personal rights and copyrights** when designing the content of your presentation; responsibility and liability lie exclusively with you.
- According to the [Code of Conduct](#), all presentations must be **free of discrimination**.
- The use of **AI technologies and their influence** on research results must be made transparent.



Streaming

- Presented content will be made available in **London 1 live** and in **Festsaal on demand**.
- For streaming, you grant the congress organiser a **simple right to use** your presentation. You may, of course, continue to use your lecture for other purposes. Please address any objections to the web transmission in the [presentation portal](#).
- To connect online for **remote presentation** is ONLY possible in **London 1**, please contact the [Congress Office](#) at least 2 weeks before the congress starts. Instructions on how to prepare can be found [here](#).
- Alternatively, **recorded presentations** can be played in all lecture halls. This [video](#) provides step-by-step instructions.

ePosters

- All posters are presented according to the [programme](#) in **Hall B (level 2)**.
- In addition, each poster can be viewed on **separate monitors** on all days.
- **File format:** PDF
- **Number of pages:** 1
- **Orientation:** Portrait
- **Size and resolution:** DIN A0 (841 mm wide x 1189 mm high) at a minimum of 200 dpi
- **QR codes** may be included, but external **URLs** may NOT.
- Hyperlinks, **videos**, animated images or other **animations** are NOT permitted and CANNOT be displayed.
- ePosters must be **uploaded** via the [presentation portal](#) before use. You will receive a separate e-mail regarding this 4 weeks before the start of the congress.

On-Site

- Please upload the final version of your presentation via the [presentation portal](#) **at least 3 hours** before the session starts.
- Your uploaded presentation is available for review in the **speaker preview room**. Please allow enough time for this. **Opening hours:** Tuesday-Thursday, 08:00-18:00, Friday 08:00-16:00.
- The a.m. lecture halls are **networked** with the speaker ready room. Room managers open the respective presentation that is on the network drive.
- Please open your presentation on the network drive yourself. **Presentation technicians** are only available in Festsaal and London 1; all other lecture halls are supervised by jumpers.
- **Laptop and microphone** are installed on the lectern. The use of own laptops for presentation is NOT permitted.

Service

- M Events Cross Media GmbH, [Helpdesk](#)