

# Guidelines for **SPEAKERS** and **CHAIRS**



15 - 16 OCTOBER  
**ROME**  
ITALY



# Audiovisual Guidelines for speakers

## Slides intake



Go to the Slide Center to upload your slides.



You **cannot** use your own computer for your presentation(s), **the congress central server must be used for all presentations.** Computers will be available in Slide Center to review and make last-minute changes. (No change can be made in the session rooms).



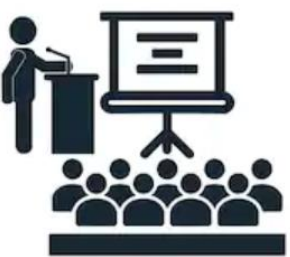
Hand in your presentation at the Slide center, **no later than 60 minutes** before the start of your session.



Save your presentation, **as well as additional materials like pictures, videos, graphics**, on a CD, DVD, or USB stick and bring it with you to the Faculty Lounge for the uploading.



Only PowerPoint presentations are allowed.  
A preferred page set up is landscape orientation **16/9 ratio format.**  
ESA Logo and cover are recommended.  
ESA Template is appreciated, but it is not mandatory.



**The computer in the room is not connected to the internet.** If you need to show a video, please save it together with your presentation and give it to the Slide center.

**Please make sure to be in the room about 10 minutes before the session starts.**

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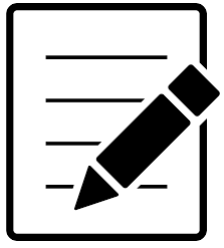


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# Audiovisual Guidelines for speakers

## Preparation of your presentation



### Conflict of Interest (COI) Statement

**The COI declaration is mandatory and must be mentioned on the first slide of your presentation**

**abc**

### Font and Colours

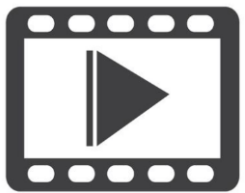
- Try to avoid use of non-standard Windows fonts
- Use high contrast lettering and readable font (minimum font size = 24)
- Use high contrast colours
- If you are using specific, non-standard Windows fonts or if you are using Apple fonts not known on standard Windows, please include the fonts you have used on your CD, DCD, or USB stick



**Transition** - Please do not use timer controlled transitions, this will interfere with our manually operated light system



**Pictures** - Resolution of pictures between 72 and 144 DPI is sufficient. Use pictures in JPG format and set compression/quality to medium or high. DO NOT USE BMP or TIFF format (size is too big)



**Videos** - Limit the size of your video to 50 MB. MP4, MPG, AVI or QuickTime are the only acceptable video formats.



**Html** - If you use hyperlinks in your presentation, please download the website to your CD, DVD, or USB stick because internet will not be available in session rooms.



### Apple

- Please name your file with the “.ppt” extension.
- Check your presentation on a Windows (XP with Office 2003 or 2007) before you bring it to the congress to reduce the chance of it not working during the congress.
- Always try the presentation on another PC.

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# Guidelines for chairs



**The COI declaration is mandatory and must be mentioned on the first slide.**

**If the speaker does not disclose the conflict of interest please ask to do it.**



**Make sure the timing of the session is respected so the next session can start on time**

## Evaluation of Speakers and Presentations



In your introduction, please encourage the audience to evaluate each presentation. Each participant will have to evaluate scientific sessions in order to receive the CME credits for the congress.

**Evaluate via the Mobile Application** – delegates can use the congress mobile application to enter the evaluation after each presentation.

## Questions and Answers Procedure



**Using stand microphones:**

- Please explain the procedures for questions and answers to the audience.
- Fixed number of stand microphones will be situated at strategic points in the aisles. Delegates should be asked to go to these in order to ask questions.
- Please ask the questioners to give their name, institution and country before asking their question.

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