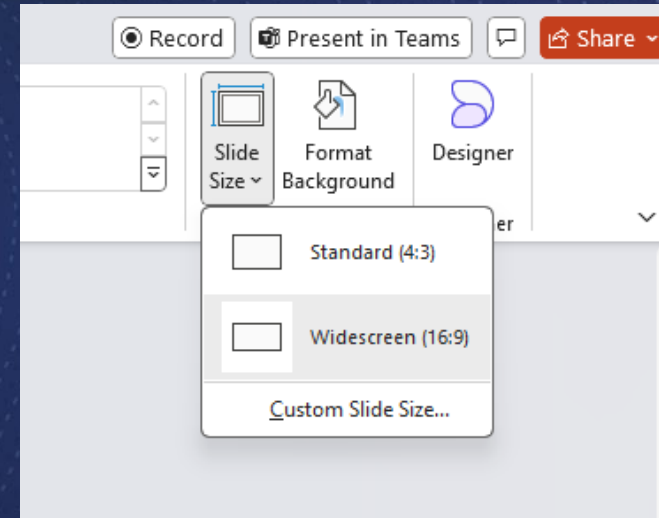# Speaker Instruction

PowerPoint Instructions

Here you will find some helpful information on how to create your Power Point file for your presentation.

— No use of personal laptops allowed

— Accepted formats: Only MS-PowerPoint (*.pptx)

— No Apple Keynote files allowed

— Format: 16:9

— PowerPoint version 2007 onwards, you can embed videos directly into PowerPoint

— If you are using an older system, please upload the relevant videos individually with your presentation

Select the Design tab in PowerPoint and on the right-hand side you will find the Slide Size field. Please set the format to 16:9 here.

Short Oral Specials

- Please also create a presentation as explained above

- Please also create a PDF file for the ePoster stations

- Please add your ePoster to the end of your presentation so that it is displayed during the presentation

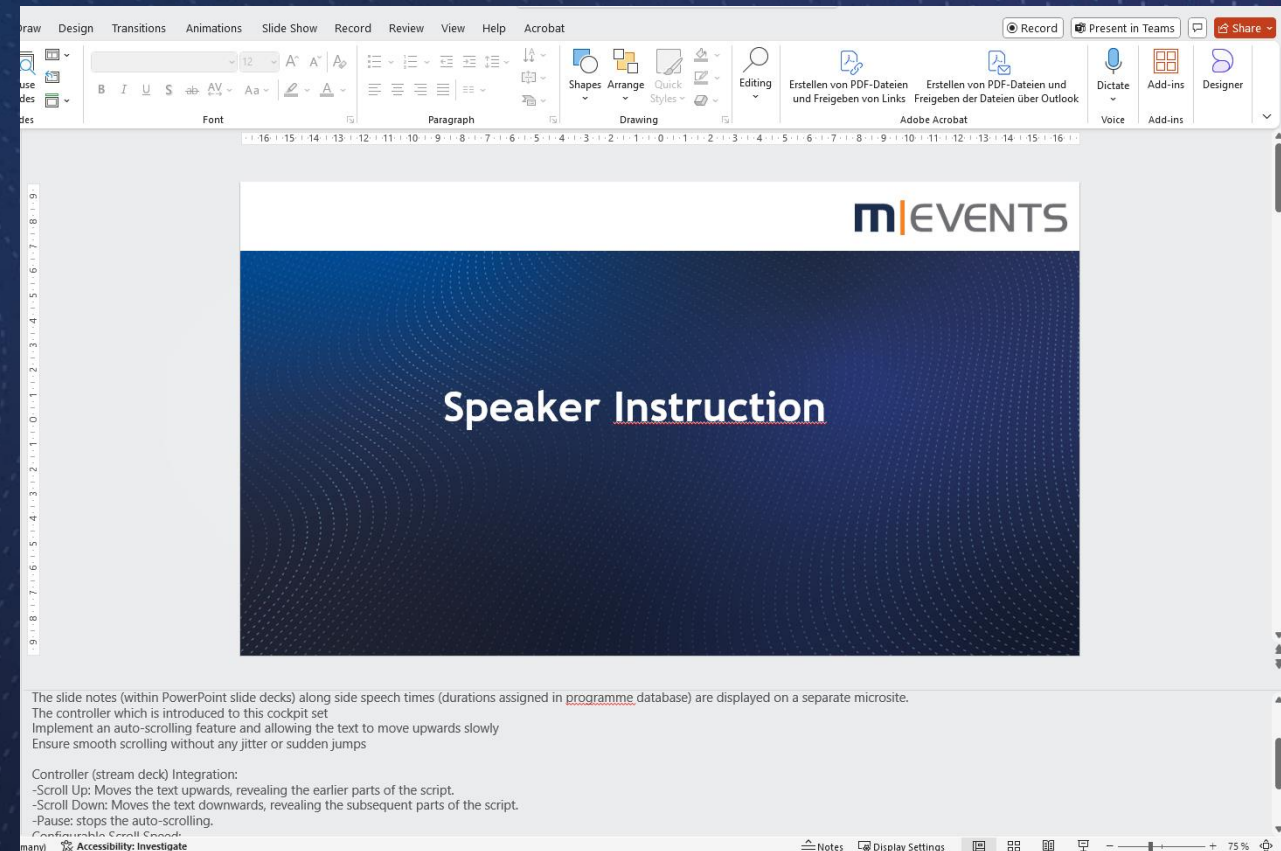Here you will find Specs for the ePoster files:

- Only ePosters in PDF format can be accepted onto the platform.

- All ePosters should have one page only and should be in LANDSCAPE (horizontal) orientation.

- To ensure the best quality of your ePoster, we recommend that the .pdf file has the size of an A0 sheet

- (1189mm x 841mm or 46.81 inches x 33.11).

- In case you are using Photoshop to create your ePoster, you can also see its resolution, which should be a minimum of 200dpi.

- Hyperlinks, animated images and animations are not permitted for ePosters and will not function.

- You are able to insert QR codes into your ePoster if you would like to; however, they can only be linked to an exact copy of the poster itself (or the short oral presentation + eposter), the linked-to site can have no advertising, no branding and no additional information can be shown.

Speakers Notes

![m|EVENTS logo]

**This year we offer the possibility to display the PowerPoint notes on the lectern.
There will be an extra screen to the right of the presentation screen for this purpose.**

— To display your notes, simply enter your notes as normal on the respective slide at the bottom of PowerPoint. These will then be displayed automatically.
You will find an overview of how the system works on the following slides.

— We will have a lectern in the Speakers Lounge this year so that you can familiarise yourself with the system in advance.

<u>Only in Session Halls available
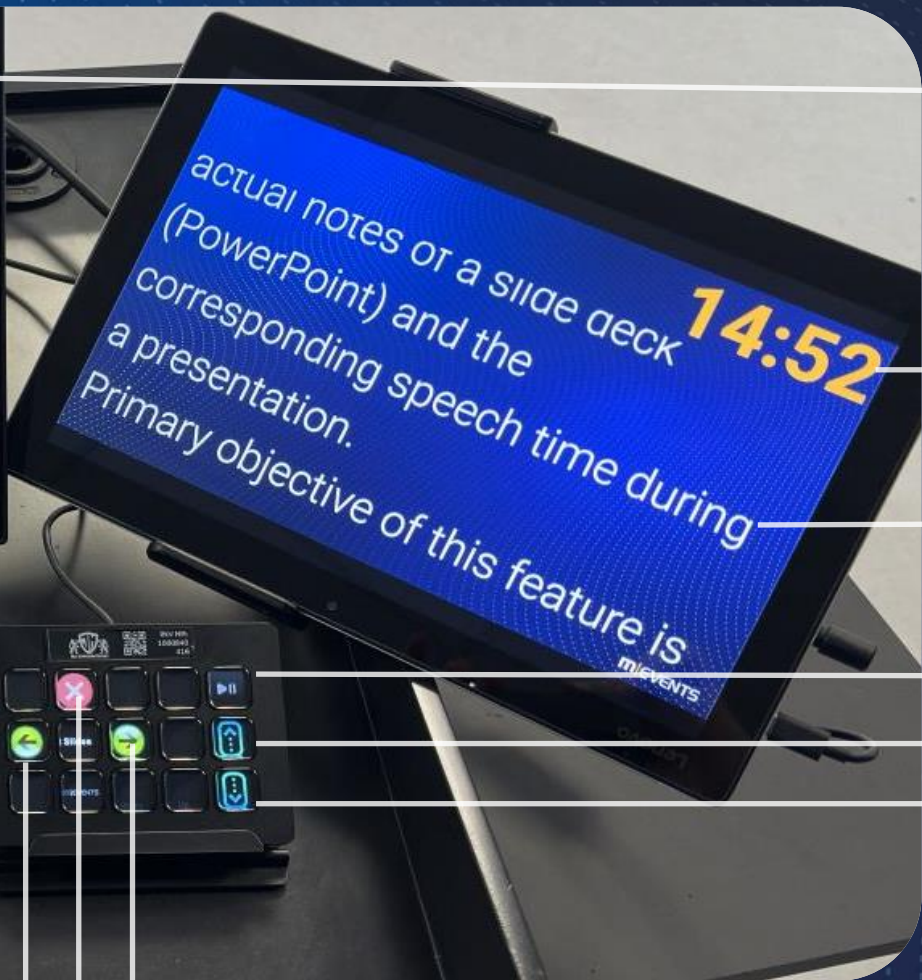Not for Short Oral Sessions</u>

Introducing

Preview, Display and Controller

View no presentation open

View presentation open with slide notes

Handling

Presentation screen

Remaining speech time

PowerPoint Slide notes

Start or stop auto scroll function

Scroll up

Scroll down

Next slide

Close presentation

Previous slide

Control slides with left and right click and point with the mouse cursor

Speaker Instruction

Enjoy your congress