

ECU2024
INSTRUCTIONS FOR INVITED SPEAKERS

1.	<p>Important! Authorisation required</p> <ul style="list-style-type: none"> ○ Your presentation will be recorded. If you disagree, please notify us per return email. In that case you can ignore the following bullet. ○ In compliance with the Intellectual Property Law, and of the rest of the applicable legislation in force, all speakers will need to authorise the Valencia Conference Centre to video recording of their presentation and deliver a copy of their PowerPoint presentation to the ECU. Please complete the attached authorisation form and <ul style="list-style-type: none"> ○ return it by email to b.schmidt@yourconferencesupport.com before 1 May 2024; OR ○ bring a print with you and hand it over to the technician in the Speaker Ready Room; OR ○ complete the form on-site in the Speaker Ready Room. Please take this extra time into account when you come to upload your presentation! Also don't forget to bring an ID (passport, drivers license), as this number needs to be filled in on the form. <p>The form can also be downloaded from the Convention website.</p>
2.	<p>Presentation slot</p> <ul style="list-style-type: none"> ○ Please find the final programme attached. Please make sure to double check your presentation time, the duration of your slot and the meeting room you are presenting in. ○ You are kindly asked to adhere strictly to the allocated lecture time, as it is essential that all presentations are kept to the programme timetable.
3.	<p>Slides format</p> <ul style="list-style-type: none"> ○ Please prepare your slides in a 16:9 format.
4.	<p>Pre-registration</p> <ul style="list-style-type: none"> ○ Upon arrival at the Valencia Conference Centre, please report to the Registration Desk first to collect your badge. ○ Opening hours of the Registration Desk: <ul style="list-style-type: none"> . Thursday 9 May: 08:00-19:30 . Friday 10 May * 08:00-17:30 . Saturday 11 May: 08:00-17:30 <p>* If you register on Friday early morning, please make sure to do so in time before the start of the first session. The waiting time at the Registration Desk might be longer.</p>
5.	<p>Speaker Ready Room for testing and uploading of your presentation</p> <ul style="list-style-type: none"> ○ Please bring your presentation on a USB flash drive. ○ Uploading and testing should be done in the Speaker Ready Room, located next to the plenary meeting room (Auditorio 2). A technician will be available to assist you. ○ Opening hours of the Speaker Ready Room: <ul style="list-style-type: none"> . Thursday 9 May 08:00-11:30 and 16:30-19:30 . Friday 10 May 08:00-18:00 . Saturday 11 May 08:00-12:00 ○ Please make sure to upload well in advance before your session!

6.	<p>Audiovisual equipment and technical assistance</p> <ul style="list-style-type: none"> ○ The meeting room is equipped with a data projector, a laptop or PC, a PowerPoint clicker/laser pointer, a head microphone and/or a lectern microphone. ○ Technicians will be present in the meeting room to manage light and sound and further assist you when needed. ○ Please note: it is not possible to use your own laptop.
7.	<p>IMPORTANT NOTE FOR APPLE MAC USERS</p> <ul style="list-style-type: none"> ○ An iMac or MacBook will not be provided as standard. You may use your own MacBook, however you are required to bring with you a VGA dongle/adaptor compatible with your MacBook for external video signal. ○ It is also essential that you test it well in advance in the Speaker Ready Room and discuss the procedure with the technician. This can NOT be done during the short coffee breaks, so please report to the technician during one of the lunch breaks or immediately after the last session of the previous day. ○ Alternatively, you can convert your presentation to PowerPoint*. It is your responsibility to check in advance that your presentation will work correctly on the Windows computer/laptop software that is provided. As a backup, please bring your own MacBook, together with all necessary connection cables. <p>* In order to use Mac presentations on a Windows computer/laptop please note that you need to prepare it according to the instructions below:</p> <ul style="list-style-type: none"> . Use a common font, such as Arial, Times New Roman, Verdana etc. (special fonts might be changed to a default font on a PowerPoint based computer/laptop). . Insert pictures as JPG files (and not TIF, PNG or PICT - these images will not be visible on a PowerPoint based computer/laptop). . Use a common movie format, such as AVI, MPG and WMV (MOV files from QuickTime will not be visible on a PowerPoint based computer/laptop).
8.	<p>Meet the chairpersons</p> <ul style="list-style-type: none"> ○ Please be present in the meeting room and report to the chairperson at least 10 minutes before the session starts.

Questions?

Please contact Babette Schmidt, Your Conference Support, Amsterdam, the Netherlands

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