

ECU2024

INSTRUCTIONS FOR ORAL ABSTRACT PRESENTERS

<p>1.</p>	<p>Important! Authorisation required</p> <ul style="list-style-type: none"> ○ Your presentation will be recorded. ○ 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 deliver a copy of their PowerPoint presentation and the video recording of their presentation to the ECU. ○ Please complete the attached authorisation form and <ul style="list-style-type: none"> · 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 as this number needs to be filled in on the form; or · return it by email to b.schmidt@yourconferencesupport.com <i>before 25 April 2024 (after that date the form needs to be handed in or completed on-site!)</i> <p>The form can also be downloaded from the Convention website.</p>
<p>2.</p>	<p>Presentation slot</p> <ul style="list-style-type: none"> ○ The Research Presentations are scheduled on Friday 10 May in sessions PAR03 from 14:00-15:30 hrs. Please check the final programme (attached) for your presentation slot. At the end of the session there will be 10 minutes for a joint Q&A. ○ You have a maximum of 10 minutes for your presentation. ○ 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.
<p>3.</p>	<p>Slides format</p> <ul style="list-style-type: none"> ○ Please prepare your slides in a 16:9 format.
<p>4.</p>	<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. ○ You can do so on Thursday 9 May between 08:00-10:00 and 16:30-19:30, or on Friday 10 May from 08:00 hrs. Please note that the waiting time at the Registration Desk may be longer on Friday between 08:00-09:00 hrs.
<p>5.</p>	<p>Uploading and testing 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. ○ Your presentation must be uploaded well in advance, according to the following schedule: <ul style="list-style-type: none"> · Preferred: Thursday 9 May between 16:30-19:30 · Friday 10 May between 08:00 – at the latest 13:30

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 lapel 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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