

INSTRUCTIONS FOR SPEAKERS AND ORAL PRESENTATIONS

It is our great pleasure to welcome you as a speaker at IFPA 2019 and VIII SLIMP in Buenos Aires

In order to ensure a smooth course during your session, we kindly ask you to consider the following instructions.

Please prepare your presentation according to the allowed time. Session moderators are instructed to rigorously enforce the schedule, i.e. to strictly obey the length of a presentation. We kindly ask you for your understanding and for your cooperation in keeping the schedule.

Please upload your presentation at least 2 hours before the session starts. For morning sessions, please upload your presentation the day before. **Bring your presentation on a USB memory stick in Power Point format.**

The presentation should be uploaded at the “**Room 203**”, located at the 2nd floor. You can there preview your presentation. Please bring your presentation to upload even if you plan to use your own computer (only allowed for Macintosh users and for presentations containing videos), so that will have a back up to switch to if needed.

A dataprojector and a PC will be available in all session rooms. The use of personal notebooks has to be announced to the technician in each session room before the session begins.

PowerPoint Instructions

Please prepare your presentation in PowerPoint and clearly identify your presentation, saving it with your family name as part of the file name. The slide format for the meeting is 16:9.

Pictures/Videos

JPG images are the preferred file format for inserted images.

- If you have embedded videos in your presentation; please test your presentation with the on-site PC several hours before your presentation. Generally, the WMV format should work with no difficulties.
- In case your video is not inserted in PowerPoint, it is possible to have it in other formats – MPEG 4 o MP4, AVI, MOV, o WMV. For MP4 or MOV the suggested codecs are H264, DivX and XviD

If you create your presentation using a Macintosh and/or moving images, please bring your own computer.

The presentation laptop will be connected at the room. Nevertheless, please upload a copy at least 2 h before the session so that the room technician will have a back up to switch to if needed.

Other information

Your **own computer** for the presentation will be accepted only for Macintosh users and when required due to video Presentations. In this case, please do not forget to bring the adapter with you.

All speakers are requested to keep the time of their presentation.