

SPEAKER GUIDELINES

All speakers are required to send their PPT presentation by email at the following address before **Monday, May 20th 2019: ednsg@clq-group.com**.

Please indicate in the email your name, the title of your presentation and the abstract number (for oral communications).

After this deadline, authors can upload their presentation onsite.

Presentation format

- All presentations should be in **PowerPoint format** and **PC compatible**
- **The projection format will be 4:3**, please use this format when creating your slides
- Slides must have a **landscape format**. Select page setup from design tab
- PowerPoint 2016 and previous versions are accepted
- Save your file with a .pptx extension for a better compatibility
- Media elements:
 - Use the 'Insert' function to integrate media elements, such as **images** and **video**
 - Try to limit the size of your videos and sound to **1GB** and use formats such as .mp4 and .wmv if possible
 - If your video files come from a medical equipment, make sure you do not need a special proprietary software to play it on a PC
- If you work on a Mac try to avoid specific fonts in Mac OS and rather choose Windows compatible fonts
- **You should bring a copy of your presentation, including a copy of your video file(s), on a USB flash drive or an external hard drive.**
- Please note that under no circumstances will personal laptops (PC OR MAC) be used in the session rooms

Confidentiality

All presentations and connected files are stored and kept exclusively during the congress. Each speaker can access and modify his/her own presentation, but does not have access to other speakers' presentations. All the data will be deleted from the computers after the event, unless there is a specific authorization from the organizer or from the authors mentioning otherwise.