TECHNICAL INSTRUCTIONS

Your presentation must be in **POWERPOINT 16:9 LANDSCAPE** format (*.ppt or *.pptx), Please save your presentation on a USB stick an external drive. **PDF format is not authorized**. Please note that the application used on-site is not compatible with Keynote, Open Office or Prezi. Therefore, we recommend that you avoid using any of these software programs when preparing your presentation.

Please be reminded your slideshow must be exclusively written in English. The first slide of your presentation should also recap all the statement of financial interest you might have (_MANDATORY_).

If you are using a Mac,

- If you have prepared your lecture in Mac PowerPoint format, please be aware it will be broadcasted from a PC. We highly recommend that you test your presentation in a Windows system beforehand
- In order to avoid any PC and Mac compatibility issues, we strongly recommend that you only use fonts that are common to both system _(Arial, Courier, Courier New, Geneva, Georgia, Helvetica, Times, Times New Roman)_.
- Please make sure you bring all of your original files with you (pictures, videos).

If your presentation uses digital video file,

- The videos will not be directly projected in the room and must be included in your PowerPoint presentation.
- Videos must be in the following formats: .wmv, .mov, .avi, .mp4, .mpeg, .mpg
- Please make sure the video files are saved in the same folder as your PowerPoint presentation and, if necessary, correct the link to the video (see example below):
- [FOLDER]
-     |-- my_file.ppt
-     |-- movie_1.avi
-     |-- movie_2.avi

Preview area

We kindly ask you to proceed to the Preview Area the day before your conference or at least 1 hour before the beginning of your session(s) in order to upload your presentation. You will also be able to:

Review your presentation
Make last minute changes to your presentation
Fill in the Agreement for Recording and diffusion on Internet form

Please note there won't be any possibility to upload your presentation directly on the laptop used for your lecture.