



## Speakers Guidelines for Satellite Symposia and EBAC Accredited Educational Programmes

All speakers giving a presentation in a Satellite Symposium, or an EBAC Accredited Educational Programme are requested to validate their presentation in the Speakers' Service Centre (SSC) - a minimum of 3 hours before the session starts

Presentations received after this deadline cannot be guaranteed audiovisual support.

The ESC confirm that the captured industry sponsored sessions will not be reused without permission.

**Industry Sponsored Sessions presentations can be delivered to the SSC by:**

- Speakers themselves.
- Industry Contacts. You can bring the necessary presentations for all Speakers to the SSC.

**BRING YOUR PRESENTATION ON A CD-ROM, DVD-ROM, MEMORY STICK OR LAPTOP TO THE SSC ON SITE**

### RESTRICTIONS

- All PCs in the SSC and the lecture rooms will run Windows 7 and Office 2007.
- Personal laptop computers **cannot be connected** to the projectors in lecture rooms.
- Presentations **cannot be loaded** directly on the computer in the lecture rooms.

### TECHNICAL QUESTIONS

If you have technical questions regarding your presentation before the congress, whether they are for sophisticated programmes, video clips or sound, you may contact [helpdesk@m-events.eu](mailto:helpdesk@m-events.eu) (Please do not attach any presentation to e-mails).

### SPEAKERS' SERVICE CENTRE - OPENING HOURS

- |                            |               |
|----------------------------|---------------|
| • Saturday 25 August 2012  | 8:00 to 18:30 |
| • Sunday 26 August 2012    | 7:30 to 19:00 |
| • Monday 27 August 2012    | 7:30 to 19:00 |
| • Tuesday 28 August 2012   | 7:30 to 18:30 |
| • Wednesday 29 August 2012 | 7:30 to 11:30 |

Peak hours of operation in the SSC are during coffee breaks and lunch breaks. In order to maximize your time in the SSC, and the attention that we are able to give you, we highly recommend to come during session's time.

### IN THE SPEAKERS' SERVICE CENTRE

The SSC hostesses will be happy to welcome you in a relaxed and friendly atmosphere. Highly experienced and skilled technicians will assist you to valid your presentation. Once uploaded to the respective lecture room, presentations will be played locally.

#### Rehearsal

In the SSC, a demonstration lectern will be representative of what is supplied in the lecture room. We **strongly recommend** that all speakers should familiarize themselves with the mouse control.

#### To the attention of MAC users!

If your presentation is on a Mac computer, we kindly urge you to meet with a dedicated Mac technician in the SSC to either make sure that your presentation will run properly on the PC's or to anticipate a backup solution.

### IN THE LECTURE ROOM

In the lecture room, Speakers will launch themselves their presentation and control it directly with a mouse. We strongly recommend the use of the mouse pointer, instead of any laser pointer. Chairpersons will easily follow the presentations on a dedicated monitor.