

ESC CONGRESS 2008

30 August – 3 September 2008 – Munich, Germany

Speakers Guidelines for Industry Sponsored Sessions

All speakers giving a presentation in an Industry sponsored session (Satellite Symposium, Workshop Session, EBAC Accredited Educational Programme, Nonprofit Organisation Symposium and Closed Industry Meeting) are requested to validate their presentation in the Speakers' Service Centre (SSC) – **ZONE C** - 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

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 XP and Office 2003.
- Personal laptop computers **cannot be connected** to the projectors in lecture rooms.
- Presentations **cannot be loaded** directly on the computer in the lecture rooms.
- Maximum size of presentation should not exceed **256 MB**.

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 esc@m-congress.com (Please do not attach any presentation to e-mails).

SPEAKERS' SERVICE CENTRE – ZONE C - OPENING HOURS

- | | |
|------------------------------|----------------|
| • Saturday 30 August 2008 | 10:00 to 17:00 |
| • Sunday 31 August 2008 | 7:30 to 18:30 |
| • Monday 1 September 2008 | 7:30 to 20:30 |
| • Tuesday 2 September 2008 | 7:30 to 18:30 |
| • Wednesday 3 September 2008 | 07:30 – 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 visiting early in the morning or during session's time.

IN THE SPEAKERS' SERVICE CENTRE – ZONE C -

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, as soon as your presentation is launched by the technician, you can easily follow it on a monitor at the lectern 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.

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IMPORTANT NOTICE FOR INDUSTRY SPONSORED SESSIONS ORGANISERS

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.

LECTURE ROOM SET UP

If for any reason an industry should not wish to use the SSC – **ZONE C** - for presentation upload (as indicated in the "Guidelines for Industry"), please refer to the following table in order to estimate availabilities of room equipment.

Cases	Industry request	Action
1	Using single projection: Wants to show all presentations, brought to SSC. (so, no double projection, no use of laptop...)	All "standard" equipment of the lecture room available.
2	Using single projection: Wants to show all presentations, but from THEIR laptop(s), connected at the lectern.	Industry laptop(s) to be connected at the lectern, by the technician. All "standard" equipment of the lecture room available
3	Using single projection: Wants to show all presentations, but from THEIR laptop(s), connected in the projection booth.	If single laptop, ESC presentation backup computer to be disconnected from interface and replaced by the industry laptop, by the technician. If multiple laptops, ESC computers to be disconnected from interfaces and replaced by the industry laptops, by the technician Part of "standard" equipment of the lecture room available (Monitors ONLY, NO mouse control...).
4	Using single projection: Wants to show one presentation brought to SSC, and others presentations from THEIR laptop, connected in the projection booth or at the lectern	Laptop to be connected either at the lectern or to replace ESC Backup computer, by the technician. Part of "standard" equipment of the lecture room available (Monitors in all cases but mouse control available ONLY for presentation played from ESC computer...).
5	Using single projection: Wants to show all presentations from CD directly brought to the lecture room.	Not allowed for Network and computer security
6	Using double projection: Wants to show all presentations + titles, all brought to SSC. But wants on one screen presentations and titles on the other screen.	Please contact ACS
7	Using double projection: Wants to show some presentations brought to SSC, some from their PC or laptop + titles brought to SSC or from their PC or laptop.	Please contact ACS
8	Using double projection: Wants to show all presentations, brought to SSC. But wants on one screen presentations and titles from their PC or laptop on the other screen.	All "standard" equipment of the lecture room available. Main ESC computer dedicated to presentation, (Backup computer stays as backup) ACS to provide the industry with both additional projector and needed equipment/interface for laptop connection.
9	Using double projection: Wants to show anything, from their PC's or laptops.	ESC Computers to be disconnected from projector, stage equipment to be removed by the technician. ACS to provide the industry with additional projector, needed equipment/interfaces and monitors for Speakers and Chairpersons. So, NONE of the "standard" equipment of the lecture room is available (no monitors, no remotes...!)