

ESC CONGRESS 2010

28 August–1 September 2010 – Stockholm, Sweden

Speakers Guidelines for Industry Supported Educational Sessions

All speakers giving a presentation in an Industry Supported Educational Session (Satellite Symposium, Mini-Satellite Symposium, 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 SUPPORTED EDUCATIONAL 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 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 (Please do not attach any presentation to e-mails).

SPEAKERS' SERVICE CENTRE - OPENING HOURS

- | | |
|------------------------------|----------------|
| • Saturday 28 August 2010 | 8:00 to 18:30 |
| • Sunday 29 August 2010 | 7:30 to 18:30 |
| • Monday 30 August 2010 | 7:30 to 19:00 |
| • Tuesday 31 August 2010 | 7:30 to 18:30 |
| • Wednesday 1 September 2010 | 07:30 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 visiting early in the morning or 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, 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 SUPPORTED EDUCATIONAL SESSIONS ORGANISERS

Industry Supported Educational 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.

If for any reason an industry should not wish to use the SSC - for presentation upload (as indicated in the "Guidelines for Industry"), please contact ACS.