

INSTRUCTIONS FOR PRESENTERS

Please introduce yourself to the Chairs of each session at least 10 minutes before your session begins.

If you are using a PowerPoint presentation (or any other PC based application), please note you need to bring it on a USB Memory stick and give it to the IT Officer on stage to load it into the conference computer at the following times:

Day 1 25th October

Session 1 Presentations: 0815

Session 2 Presentations: 1315

Day 2 26th October

Session 3 Presentations: 0815

Session 4 Presentations: 1315

Please note that the conference computer in the session hall is supplied with Office 2013 (or newer version).

If combining video films with PowerPoint, please make sure to check it in the session hall at least 30 minutes before the start of the session.

IMPORTANT NOTE FOR MACINTOSH USERS

In order to use MAC presentations on a PC compatible computer please note that you need to prepare it according to the instructions below, before installing it on the conference computer:

1. Use a common font, such as Arial, Times New Roman, Verdana etc. (special fonts might be changed to a default font on a PowerPoint based PC).
2. Insert pictures as JPG files (and not TIF, PNG or PICT - these images will not be visible on a PowerPoint based PC).