



Speakers Ready Room:

All speakers are kindly requested to upload their presentations in the speakers ready room at least one hour prior to their session.

If using a PowerPoint (or any other software) presentation, please note that you are requested to bring it on a CD, DVD or on a Memory Stick/Disc-on-Key (using the USB port in the computer) for uploading.

If combining video or audio files with PowerPoint, please inform the staff at the Speaker Ready Room to ensure that all necessary files are saved in the appropriate folder.

In addition, make sure to check the presentation in your session hall, at least one hour prior to the start of the session – even after checking it in the speakers' ready room.

Kindly note that you may bring your personal laptop computer as a back-up only.

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 bringing it to the speakers' ready room:

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).
3. Use a common movie format, such as AVI, MPG and WMV (MOV files from QuickTime will not be visible on a PowerPoint based PC).
4. You may use a Macintosh laptop computer, however you are required to bring a VGA dongle/adaptor compatible with the MAC for external video signal and check it in the speakers' ready room upon your arrival in addition to the session hall where your lecture will take place at least 30 minutes prior to the session.

IMPORTANT NOTE: Please advise the conference organizers ahead of time if you plan on using a Macintosh laptop.