

INSTRUCTIONS FOR ORAL PRESENTERS

Upload of your presentation

Speakers are recommended to check-in at the **Speakers' Service Center (SSC)** at least **1 hour prior to their scheduled presentation**. The computers in the Speaker Service Center will be configured with hardware and software like the ones in the meeting room. It is imperative that you review your presentation in the Speaker Service Center. All presentation files must be submitted in their final form at least 1 hour before session start time.

The **ECTH Speakers' Service Center (SSC)** is located in room "M3" which is on the first floor of the Scottish Event Campus. All presentations will be distributed to the different session rooms from this room only. Technical equipment and assistance will be provided there. You can bring your presentation to the SSC on an USB memory stick. Make sure your presentation is prepared in a **16:9 format**.

Conflict of interest Disclosure

In compliance with EBAH requirements all speakers must include one slide disclosing conflicts of interest at the beginning of their presentation. Kindly download the template slide [here](#). You may use the ECTH template also for the rest of your presentation.

Key points

- All presentations will be played on PowerPoint 2013 or Acrobat Reader 10 for PC;
- Only video codec's and fonts as detailed in below will be supported;
- PowerPoint for MAC files should be tested on a PC before attending the event;
- The use of your own laptop during your presentation is NOT permitted.

Before you arrive to the congress

Backup: Copy your PowerPoint/PDF and all movies to one folder on a USB flash drive. PowerPoint prior to 2010 does **NOT** embed movies. These must all be placed in the same folder as your PowerPoint.

At the congress

Presenters should upload and review their presentation in the SSC 1 hours prior to their scheduled presentation. Technicians will be at your disposal in the SSC in order to assist you with any compatibility or formatting issues. Once you are comfortable that your presentation is complete, confirm the date, time, and room for your session.

Speakers' Service Center opening hours

Wednesday	2 October	07.30 - 18.00 hours
Thursday	3 October	07.30 - 17.00 hours
Friday	4 October	08.30 - 13.30 hours

In the Session Room

Please arrive to your session room at least **15 minutes** before the start of your session. Take time to familiarize yourself with the room and the setup at the lectern. In each session room, a room attendant and/or a technician can assist you if you have any question.

Queries

If you have any queries concerning the procedures, please contact the ECTH Congress Secretariat
Tel: +31 (0)20 570 9600 or ecth@mci-group.com