

INFORMATION FOR SPEAKERS AND CHAIRPERSONS

IF YOU ARE A CHAIRPERSON

Locate your session room as soon as possible. You should arrive in your session room 15 minutes before the beginning of the session. We remind you that:

- The conference room must be cleared exactly in accordance with the schedule.
- It is your responsibility to ensure that times allocated to speakers and for discussion must be strictly complied with.
- Discussants should clearly state their name, institution and country.
- Participants should not speak without permission from the chairperson
- Time allocated to presentations includes discussion

IF YOU ARE A SPEAKER

Locate your session room in due time. Speakers are requested to hand in their slides at the Preview Room 2 hours before the beginning of their session (or the previous day for early morning sessions). Laptops are not allowed in the conference room.

You should be in your session room 10 minutes before the beginning of the session and meet with the chairperson. Please comply strictly with the instructions given by the chairperson, especially with regard to your time allowance.

Disclosure of potential conflicts of interest

Speakers of EUROGIN 2017 are required to disclose their potential conflicts of interest. Consequently, a conflict of interest statement should be included on your first slide. There is no need to read it out in detail.

The technicians in the preview room have a slide ready to be completed and to be inserted if you haven't prepared this before

PRESENTATION REQUIREMENTS AND FORMATS

Our computers work with the 2010 Microsoft Office pack. We need to receive your presentation in ppt or pptx format. We suggest to put all videos in the ppt folder or to embed them in the pptx. Please consider to convert videos (16:9 format). If you have a keynote presentation, we can convert it to ppt mode (but please remember that it may occur that the two systems are not fully compatible!).

Please note that there is no presenter mode in the conference room (you will not be able to see your notes - except if you print them in advance - you can only see your slides).

WARNING

No presentation can be directly downloaded on the computer in the conference room!

PREVIEW ROOM (SLIDE CENTER)

The preview room (slide centre) is located on level 1 in Room G101. The preview room is fully equipped. Qualified personnel is available for receiving your slides/files which will be checked before being forwarded to the projectionists at the appropriate time. Speakers must hand in their slides in the preview room 2 hours before the beginning of their session at the latest. Slides for early morning sessions must be handed in on the previous day.

PREVIEW ROOM (SLIDE CENTER) - OPENING HOURS

Saturday, October 7:	15.00 - 18.30
Sunday, October 8:	7:30 - 19.00
Monday, October 9:	7:30 - 18.30
Tuesday, October 10:	7:30 - 18.30
Wednesday, October 11:	7:30 - 13.30

Speakers will be able to check their presentations and, if needed, to make slight modifications. The following mass storage devices are accepted: USB memory stick, external hard drive, laptop.

IN THE CONFERENCE ROOM

The equipment in the conference room is exactly the same as in the preview room.

The files downloaded in the preview room are automatically backed up and transferred without any modification to the conference room.

In the conference room, the following equipment is available:

- 1 video projector
- 1 x 22 inch touchscreen on the lectern
- You can open your presentation and move slides on your own touching the buttons on the screen. This system is the same as in the preview room.
- Speakers with presentations which might not comply with these guidelines are kindly requested to contact the preview room as soon as possible.

PRIVACY OF PRESENTATIONS

We do not keep or transfer files to third parties unless requested and authorised by the author or a member of the organization committee.