

## **Speaker Instructions**

Please check with your symposium chair the duration of your talk. To foster interactions please spare some time to answer the questions of the audience.

Please bring your presentation on a USB key to **the Speaker Preview Room at least 1 hour** before the symposium start time (or the day prior when your symposium is scheduled at 09:00). You will be able to test your presentation (MAC or PC, ppt 2010, keynote 2010 or pdf, preferred resolution XGA 1024\*768) and edit it if necessary. The BioMag staff will ensure that presentations are uploaded onto the correct computer to the correct conference hall.

### **Speaker Preview Room Opening Times (room 131, first floor)**

- Sunday, August 26th -> 14:00 - 18:00
- Monday August 27th & Tuesday August 28th -> 08:00 - 18:00
- Thursday August 29th -> 08:00 - 11:30

In each conference hall (A,B or C), an assistant and/or a technician will make sure that your presentation is ready, and help you if anything goes wrong. The technician will start your presentation according to the symposium schedule. You will be able to move the slides forward and backward by yourself. At the end of the Congress, all presentations will be deleted from computers, ensuring that your presentation can not be used by anyone else.

If you have to use your own laptop, make sure to have a VGA 15 pin HD female VGA output (an adaptor may be necessary), and to be able to connect the power supply to french plugs. Learn and rehearse the procedure to get the image to the external port of the laptop. (If the external port is not always "on," it is usually a function key, or combination of shift plus a function key, that may turn on the external port, or possible cycle through laptop screen, external port, or both.)