



SPEAKER READY ROOM – GUIDELINES FOR LECTURERS

1. The rooms will be equipped with projector, PC, single screen. **16:9 HORIZONTAL** projection.
2. Presentation format: **PowerPoint - Office 2019 or later**. We suggest using standard font (typography), minimum 24 and contrasting colour to the one selected for the background.
3. Deliver your PowerPoint presentations on a **pen drive** in the Preview Room, **at least 2 hours before the start of your session**.

Attention: The speaker can use his/her own laptop only in exceptional cases, not being responsible for its correct use and operation, nor for the loss of time caused by the connection and configuration corresponding to each speaker change. If the output of the laptop is not standard HDMI (e.g. Mac output), you must bring your own adapter. In case of doubt on this topic, please consult the audio-visual service: Congress Rental - Magdalena De Elias mdeelias@congressrental.com

4. If the presentations include **video**, they must be in formats compatible with Windows PowerPoint (not Mac, e.g. Quick Time).
5. If your presentation was made in **Prezi**, verify that it has been well saved. In case of doubt on this topic or previous points, please consult the company in charge of the audio-visual service: Congress Rental - Magdalena De Elias mdeelias@congressrental.com