

Please present the computer file of your PowerPoint presentation (on **USB stick** or from any online storage that you have access to) to the technical staff in the Speaker Ready Room no later than 60 minutes before the beginning of your session.

Format and technical requirements

PowerPoint and PDF presentation format will be accepted.

Speakers will find MS Windows with PowerPoint and Adobe Reader installed, on all computers in the Speaker Preparation Room.

If you created your PowerPoint presentation with a Mac, be aware that it will be projected from a PC. We recommend that you first test your presentation on a Windows PC.

If you created your presentation using Apple Keynote, please save it as a PDF or as a PowerPoint presentation (PPTX).

Presentations using non-standard Windows 10 or MS Office fonts should be saved with embedded fonts.

Please embed all videos to become integrated into your PowerPoint files. Please bring used videos also with you as an extra file to the same location as the PowerPoint file as a backup. Please only use MP4 videos.

These are the official specifications for using videos from within PowerPoint:
<https://support.microsoft.com/en-us/office/video-and-audio-file-formats-supported-in-powerpoint-d8b12450-26db-4c7b-a5c1-593d3418fb59>

To avoid potential problems with display fonts, please only use fonts common to both platforms (Arial, Courier, Courier New, Geneva, Georgia, Helvetica, Times, Times New Roman).

The projection will be in **16:9 format**. Please be aware that your presentation will show black bars if you are using another presentation format.

No size limit for files is imposed.

The technical team will be there to help you in the Speaker Ready Room.