

PRESENTATIONS

Please note that it is not permitted to hook up personal laptops to our projectors. All meeting rooms include a standard pc work station at the lectern connected via cable to the Speaker Ready Room. From the Speaker Ready Room uploaded presentations are transmitted automatically to the correct meeting room.

In order to optimise the quality of speaker presentations and to avoid possible problems, all speakers are kindly requested to report to the Speaker Ready Room at least 2 hours prior to their talk for preview and uploading of their presentation.

The optimal format for presentations is Power Point video projection.

Please note the following:

- Conference Center PCs run on Microsoft Office 2007. Presentations in Office XP or 2000 may not function properly with Office 2007.
- Presentations must be either on CD Rom or USB memory key.
- All filmed sequences and/or videos must be in the same Power Point file and must be copied into the file before being included in the presentation.
- For films and videos, “.avi” and “mpeg” file extensions are recommended. It is also advisable to use common “codecs”:
 - DIVX
 - XVID
 - INDEO
 - MPEG 1
 - MPEG 2
 - WMV