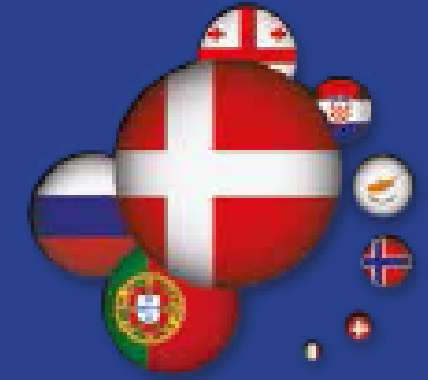


AUDIO-VISUAL GUIDELINES FOR SPEAKERS

Euroanaesthesia
THE EUROPEAN
ANAESTHESIOLOGY
CONGRESS

2018



Audiovisual Guidelines

Projection Facilities



Organisation on site – Slides intake

- Congress central server must be used for all presentations
- Speakers cannot use their own computers for their presentation(s)
- You are required to hand in your presentation as a CD, DVD or USB stick at the Faculty Lounge, no later than 90 minutes before the start of your session. If your session starts at 8:30 please give your presentation to the staff at the Faculty Lounge the day before at 17:00 the latest.
- Desktop computers will be available at the Faculty Lounge where you can review and make last-minute changes to your presentation.
- Please make sure to be in the room about 10 minutes before the session starts.
- Each room has an assistant who will help you if needed. No change to your presentation can be made inside the room where the session will take place.

Audiovisual Guidelines

Projection Facilities



Preparation of your presentation

- Only PowerPoint presentations are allowed
- A preferred page set up is **landscape orientation 16/9 ratio format**
- Save your presentation, as well as additional materials like pictures, videos, graphics , on a CD, DVD, or USB stick and bring it with you to the Congress.
- **The computer in the room is not connected to the internet.** If you need to show a video, please save it together with your presentation and bring it to the intake room.
- ESA Logo and cover are recommended
- ESA Template is appreciated, but it is not mandatory
- A maximum of 7 lines per slide and 5 words per line will improve the communication value of your slides.



Audiovisual Guidelines

Projection Facilities



Fonts and colours

- Try to avoid use of non-standard Windows fonts
- Use high contrast lettering and readable font (minimum font size = 24)
- Use high contrast colours
- If you are using specific, non-standard Windows fonts or if you are using Apple fonts not known on standard Windows, please include the fonts you have used on your CD, DCD, or USB stick

Transitions

- Please do not use timer controlled transitions, this will interfere with our manually operated light system

Pictures

- Resolution of pictures between 72 and 144 DPI is more than sufficient.
- Use pictures in JPG format and set compression/quality to medium or high. DO NOT USE BMP or TIFF format (size is too big)

Video

- Limit the size of your video to 50 MB. The video will not show smoothly if it is larger
- MP4, MPG, AVI or QuickTime are the only acceptable video formats.

HTML

- If you use hyperlinks in your presentation, please download the website to your CD, DVD, or USB stick because internet will not be available in session rooms.

Apple

- Please name your file with the “.ppt” extension.
- Check your presentation on a Windows (XP with Office 2003 or 2007) before you bring it to the congress to reduce the chance of it not working during the congress.
- Always try the presentation on another PC.