# AUDIO-VISUAL EQUIPMENT FOR SPEAKERS

Dear Speaker,

With reference to the forthcoming ICPIC Conference, please note that the following audio-visual material will be available for your presentation:

- Single PowerPoint© projection (see below for standard configuration)

Please note that **only single projection** will be available.

## FORMAT

The standard format of your PowerPoint© slides should be:
- Orientation:           Landscape format
- Slide size:            Widescreen 16:9

## SPEAKERS PREVIEW ROOM

All speakers and presenters are requested to check in at the Speakers Preview Room **at least two hours before the session** (or the day before for early morning sessions). The PowerPoint© presentation will be checked by congress technical staff and prepared for the lecture.

The Speakers Preview Room, located on level 1 behind Room 1 will be open as follows:

| | | |
|---|---|---|
| Tuesday | 10 September 2019 | 12:00 – 19:30 |
| Wednesday | 11 September 2019 | 07:30 – 19:00 |
| Thursday | 12 September 2019 | 07:30 – 18:30 |
| Friday | 13 September 2019 | 07:30 – 13:30 |

## CONFERENCE ROOM EQUIPMENT

The Speakers Preview Room and the conference rooms will be fully equipped with computers supporting Microsoft PowerPoint© including all video codecs.

Computers will be equipped as follows:
- Microsoft Windows 7 with Microsoft Office 2013©

Therefore, when preparing an electronic presentation, **please make sure that it is fully compatible with above mentioned standards**. **The organisers cannot be held responsible if a presentation fails to run because these standards were not observed**.

Please do not hesitate to contact us for any further information you may require.

We are looking forward to welcoming you in Geneva.

Your ICPIC Team
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