AUDIO-VISUAL EQUIPMENT FOR SPEAKERS

Dear Speaker,

With reference to the forthcoming ICPIC 2015 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.

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	16 June 2015	12:00 – 20:00
Wednesday	17 June 2015	07:30 – 18:30
Thursday	18 June 2015	07:30 – 18:00
Friday	19 June 2015	07:30 – 13:00

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 XP Professional Edition© with Microsoft Office 2010©

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 next June.

Your ICPIC 2015 Team
icpic.abs@mci-group.com