Speaker Presentation Guideline

Below you can find important organizational information about the 47th European Prosthodontics Association Congress EPA 2024.

CONGRESS VENUE

Podlasie Opera and Philharmonic, Białystok, 1 Odeska Street

CONGRESS REGISTRATION

Podlasie Opera and Philharmonic – level 0, to the left of the main entrance.

VIP / SPEAKER'S REGISTRATION and PRESENTATION UPLOAD POINT (to the right of the main entrance).

Registration will be open during the following times:

September **19th**-**20th**   from 8:00 am to 5:30 pm
September **21st**   from 8:00 am to 2:00 pm

Here you can pick up identification badge and other items.

TECHNICAL – AV INSTRUCTION

Speakers are kindly asked to bring their PowerPoint presentations to the **Presentation Upload Point** from 8:00 to 10:00 am. each day of the Congress. Presentations will be placed on a server and transferred directly to the lecture rooms. When the transfer is completed, the technician performs a quick run of the presentation with the speaker to check whether the presentation runs correctly and all parts of the presentation are copied. No more changes can be made inside the lecture hall where the lecture will take place. In each lecture hall, a technical assistant starts each presentation at the right time using the computer connected to the central congress network. When the presentation is launched, the speaker has control and can navigate with a remote presenter.

Please kindly bring your presentation on USB media storage device: external hard drive, flash drive.

IMPORTANT

To avoid uploading multiple files named EPA2024.ppt that could result in overwriting other speaker's presentation please kindly name your PowerPoint file with the:

Date_of_presentation_ Title_of_presentation (first 3 words)_your last name_First initial

e.g. 19.09_Gaining an adequate_Doe_J

TECHNICAL INSTRUCTION

Computers available at the Congress will run PowerPoint extensions: .ppt, .pptx, .pps, .ppsx. PDF format will be accepted.

If you are using software other than Microsoft PowerPoint on a PC running Windows (e.g. OpenOffice, PowerPoint for Mac, Keynote) please make sure your presentation is converted to Microsoft PowerPoint for Windows PCs.

You are allowed to use a Mac for your presentation but you will have to bring your own computer. It will be installed at the technical desk. You will have to bring your Mac to lecture room in a break period to test connection. Do not forget to bring your own Mac/VGA connector.

VIDEOS

Windows: .wmv; .avi; .mpeg; .mpg; .asf

For Apple MAC: .mov; .avi; .mpeg2; .mpeg4; .swf

!!!Make sure that your video files are copied onto your pendrive, CD or DVD. Don't leave them on your laptop at home. Remember that copying your presentation will not automatically copy its video files!!!

SCREEN FORMAT **16:9**, resolution HD or Full HD