

Dear Chairperson/ Speaker

We would like to share with you some instructions that will help us to serve you at ease and reliability and guide you to a perfect show.

Handling your presentation

Please make sure that you save your presentations on **flash memory** or CD/DVD. It is recommended to keep a backup copy with you. You are **NOT ALLOWED** to use your personal laptop.

Presentations are given to the audiovisual center at least **ONE HOUR** before the start of your session. If you have a presentation in the first morning session, you should give your presentation the **DAY BEFORE**.

When you arrive to the audiovisual center, you will receive a personal program for your schedule, sign **consent form** of presentations CD distribution, you may accept or refuse distribution of your presentaion.

We will **NOT BE ABLE** to accept talks for doctors who arrive later than the dedicated time, as this results in problems and disturbed flow of presentations.

Accepted Presentations Formats

Microsoft PowerPoint2003 or later (PC format), Apple Mac is not supported.

Videos inserted into presentations must be in **MPEG1**.

It is not recommended to run DICOM CDs from computers as it will be slow.

No 35mm slides, no video tapes, no bluetooth devices nor transparencies

Inside the hall

Please make sure that you gave your presentation to the **Audiovisual Center** before going to the hall. All computers in halls are loaded with Microsoft **PowerPoint2007**. In all halls you can control your presentation by mouse, keyboard or presenter. An assistant will be always available if you need any help. Make sure to stick to the presentation duration, a computerized countdown timer will be displayed onscreen and will close your presentation once time is finished.

We will be happy to answer any questions regarding AV and IT Support.



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