INFORMATION FOR PRESENTERS & CHAIRPERSONS

Please check the PROGRAMME in case of last minute scheduling changes.

SPEAKER SERVICE CENTER

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<th>Date</th>
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<tr>
<td>Friday, November 1</td>
<td>13:00 – 19:00</td>
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<td>Saturday, November 2</td>
<td>08:30 – 18:00</td>
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<td>Sunday, November 3</td>
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<td>Monday, November 4</td>
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<td>Tuesday, November 5</td>
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ORAL PRESENTATIONS

Data Presentation:

If using a PowerPoint (or any other computer) presentation, please note you need to bring it on a disk on key memory stick (using the USB port in the computer) and load it on one of the Congress’ computers in the Speakers’ Ready Room, at least 1 hour before the start of the session.

Please note that the Congress computers in the session halls are being supplied with office 2016.

If combining video films with PowerPoint, please make sure to check it in the session hall where your lecture is taking place during a coffee or lunch break prior to your session, at least 60 minutes before the start of the session - even after checking it in the Speakers’ Ready Room.

Alternatively you may supply your own laptop computer. In such a case please confirm that it has a HDMI socket for external signal, come to update the operators in the Speakers’ Service Centre about it as soon as you arrive and later test it in the session hall where your lecture is taking place during the coffee or lunch break prior to your session, at least 60 minutes before the start of the session.

Important Note for Macintosh users

In order to use Mac presentations on a PC compatible computer please note that you need to prepare it according to the instructions below, before bringing it to the Speakers’ Ready Room:

Use a common font, such as Arial, Times New Roman, Verdana etc. (special fonts might be changed to a default font on a PowerPoint based PC).

Insert pictures as Jpg files (and not TIF, PNG or PICT - these images will not be visible on a PowerPoint based PC).

Alternatively you may use your own Macintosh laptop computer. In such a case please confirm you provide it with a HDMI adaptor for external signal, come to update the operators in the Speakers’ Ready Room about it as soon as you arrive and later test it in the session hall where your lecture is taking place during the coffee or lunch break prior to your session, at least 30 minutes before the start of the session.

Please note:

In compliance with EACCME requirements all speakers are required to include a slide disclosing conflicts of Interest in the beginning of their Presentations

Please make sure that you check the Interactive Online Programme during the Congress for any updates to your session day and time.