

GUIDELINES & INFORMATION FOR SPEAKERS AND POSTER PRESENTERS

PRESENTATIONS AUDITORIUM

The Presentations will be uploaded at the Technical Control of the Auditorium, located at the 2nd floor (access through the foyer).

Opening Hours Speakers/Preview Room:

Monday 4 Nov	09:45h-19:00h
Tuesday 5 Nov	07:30h-18:10h
Wednesday 6 Nov	07:30h-17:35h
Thursday 7 Nov	07:00h-19:20h
Friday 8 Nov	07:00h-18:45h
Saturday 9 Nov	07:00h-14:00h

PRESENTATIONS ROOM 1

The Presentations will be uploaded at the Technical Control of the lecture hall, located at the back side of the room, during the lunch time (which is held just before the Oral Paper sessions).

Opening Hours Speakers/Preview Room:

Thursday 7 Nov: Oral paper session:	14:15h – 15:25h
Friday 8 Nov: Oral paper session:	14:10 – 15: 10h

If you are a Speaker in a Hands-on Session:

You have to bring your computer with the presentation. You will be able to connect it to the screen of the room. MAC computers are accepted but take into account that it is necessary that the computer has a HDMI output. If they don't have it, you have to bring a HDMI output adapter.

- For the Speakers in Hands – On Session in the Auditorium or Room 1, presentations must be prepared in PowerPoint, PDF, Keynote and provided on a USB removable drive.

If you are a Speaker in a session:

- Please locate your session room in due time. Please be at your session room at least 15 minutes prior to the beginning of the session.
- Speakers should deliver and view/check their PowerPoint presentations at the Speakers Room/ Preview Room at least 1 hour prior to the beginning of the respective session for organizational reasons.
- Please use the following slide size for your presentation: 16:9.
- Presentations must be prepared in PowerPoint, PDF, Keynote and provided on a USB removable drive.
- Mac Keynote presentations are also accepted.
- To avoid any delays, speakers are kindly requested to hand in their presentations on an electronic support (USB).

- Failure to check in presentations on time may result in them being unavailable for projection when required.
- Technical personnel will be available in the Speakers Room/Preview Room to assist you with loading your presentation.
- Presentations will be transferred from server to the session room electronically.
- Speakers are not permitted to upload the presentations directly to the laptop at the lectern.
- The use of personal laptops for presentations in the session is strictly prohibited.
- Protection of copyright will be guaranteed.

Please note that presentation time is strictly limited, no exceptions. Time your presentation carefully according to the time dedicated in each session.

Microphones for discussants will be available in each session room.

If you are a Poster Presenter

The poster area is located in the Foyer Auditorium.

The agenda for Poster discussions will be sent in a separate email to all poster presenters.



Congress Website
www.isin2024.com