



## Guidelines for speakers and moderators at AMICO 2018

All presenters must carefully read the following instructions.

### Language

All oral presentations should be given in the same language as the language of the title as shown in the programme.

### Technical instructions

Speakers are kindly requested to strictly respect the allocated speaking time to guarantee smooth running of the sessions.

- Please go to the room where your lecture will take place at least **15 minutes before the start of the session**.
- In each lecture room a computer (PC) for presentations is available. The use of personal laptops for presentations is actively discouraged.
- Speakers will be able to move slides in the presentation via a wireless remote.
- Upon arrival in the meeting room, please **hand in your presentation on a USB memory stick** to the technician in the room.

### Recommendations for your PowerPoint presentation

- Speakers are invited to prepare their presentations in Microsoft PowerPoint either for Windows or Macintosh/Apple.
- All presentations will be presented in 16:9.
- When using videos, MPG and AVI are the most used video formats.
- Any video/film/image file must be in the same folder of the PowerPoint presentation and must be copied in the folder before being included in the presentation. Alternatively, use the option "Pack and go" or "Package to CD/DVD/USB" in the PowerPoint software.
- It is recommended that embedded movies start automatically after slide transmission rather than by mouse click.
- We suggest putting a maximum of one movie per slide.
- If you use movies in your presentation, please mention this to the technician when handing in your USB key.
- To avoid font compatibility problems, use common fonts (Geneva, Times Roman, Helvetica). If you do not use these recommended fonts, you should save the fonts with the presentation.
- Reduce the size of your presentation by choosing the option "reduce File Size..." and then "Best for viewing on screen" under the "File" dropdown menu in PowerPoint. Images with either ".png" or ".jpg" extensions are recommended in order to obtain a smaller size presentation (other kinds of cross-platform extensions - recognizable by PowerPoint, such as tiff – are also acceptable).
- Write the title of the presentation and the speaker's name on the first slide.
- Save the presentation with the speaker's name embedded in the file name in order to avoid that all presentations are called AMICO or Brussels.
- The AMICO Organising Committee ensures that all presentations are erased from computers used by the audiovisual team so that no copyright issues will arise.

### Session Moderators

Session moderators should ensure that speakers remain within the allocated time for their presentation, and that the session finishes within the allocated timeframe. It is actively discouraged to switch the order of talks, as meeting participants may have planned their itinerary in advance, and may move between meeting rooms during the sessions to attend specific talks.