



XXXVIII IAH World Congress
Krakow 12-17 September 2010

TECHNICAL GUIDELINES FOR PLATFORM (ORAL) PRESENTATION

Equipment

- All session rooms are equipped with the necessary computer and projection equipment for electronic presentation. **Overhead/slide projectors are not available. Using your own laptop/notebook is not acceptable.**
- Each session room is equipped with microphones, laser pointers and presenters.
- Progress of the presentation is controlled by the speaker himself.

Preparation of your presentation

- Your electronic presentation has to be organized in a Microsoft Power Point presentation file with extensions: *.pps (.ppsx)* or *.ppt (.pptx)*, or as the Adobe Acrobat Reader file with extension *.pdf*.
- Your presentation file should not exceed **200 MB**
- Your Power Point presentation must be **Power Point 2003** or **Power Point 2007** compatible.
- Make sure that your presentation runs on a Windows PC. **Mac formatted CD-Roms and Mac files cannot be used.**
- Your presentation must be prepared using **only the English language settings with typical types**; it is allowed to use only English standard characters/marks
- Your presentation should be optimized in terms of **a display with resolution of 1024×768**; it is particularly important in the case of bitmap files, for which resolution should be reduced before copy them to the presentation file.
- Please do not pack your presentation, and make sure that it is free from computer viruses or any other malicious file.

Presentation delivery at the Congress Centre

- Bring your presentation with you on USB stick or CD.
- We would appreciate to have only the file of your presentation on your USB Stick/CD; so no other files there, please.
- Please download your presentation in the Slide Room not later that the day (afternoon) before your presentation is scheduled.
- Your file will be sent from the Slide Room directly to your session room.
- Take your USB stick/CD with you to your session room as a “back-up” just in case.