

Speaker Operation Procedure.

Table of Contents

Conflict of Interest Disclosure

Technical specifications

On Site Procedure: All speakers must read the following instructions

MAC users: read the following instructions

Movies in presentation: read the following instructions

Tables or other links in presentation: read the following instructions

Microsoft Office (PowerPoint) 2003 - XP: read the following instructions

Professional presentation Assistance

Saving vs Publishing your presentation in PowerPoint 2007

Additional comment

Conflict of Interest Disclosure

A speaker participating in an approved program is expected to disclose any significant financial interest or other relationship (1) with the manufacturer(s) of any commercial product(s) and/or provider(s) of commercial services discussed in an educational presentation and (2) with any commercial supporters of the program. This includes pharmaceutical companies; manufacturers or marketers of biomedical devices; and other persons or entities related to the subject matter of the program as a whole.

Possible types of affiliations include receipt of grant/research support, honoraria, travel, or other financial benefit; acting as a consultant, independent contractor, employee, officer or director, or owning a self-managed equity interest; any other financial or material support.

Any potential conflicts of interest should be indicated on the first slide of your PowerPoint presentation.

Technical specifications

- All presentations will be displayed with Microsoft PowerPoint. (office version 2007)
- All presentations must be prepared in Microsoft PowerPoint format, font size 24 or larger
- Presentation Computers run Microsoft XP and Microsoft Office 2007.
- Video's must be run from within PowerPoint. (no separate DVD video or Video Tape can be displayed)
- Video's have to be windows media video, wmv format only. (be sure you bring the video file together with your presentation)
- Tip: if possible, run your presentation on a computer (XP + office2007) to check compatibility.

- Tip: be sure that you bring all your media files. Pictures, video files, tables or Excel files.
- Tip: Use the Conference PowerPoint Template for best result.

On Site Procedure: All speakers must read the following instructions

- At least 3 hours before the start of your session, if necessary the day before, go to Preview - room and hand over your CD, DVD or USB memory stick to the **presentation manager**.
(Floppy disks, ZIP-disks or any other storage media are not supported.)
If you are unfamiliar with transferring presentations and their content bring your Laptop with power supply as a backup situation.
- If your presentation contains digital video, please make sure that it is in windows media format. (wmv)
- In the room, a presentation assistant helps the speaker to transfer his or her presentation into the central conference network.
- When the transfer is completed, you can perform a quick run of your presentation to check whether your presentation runs correctly and all parts of the presentation are transferred. This is done in the Preview Room. Here you can also make adjustments to your presentation.
- In the session rooms, a technical assistant starts each presentation at the correct time using one of our fixed computers connected to the central conference network.
- We do not allow the use of personal laptops for presentations.
- We do not allow presentations to be uploaded in the session rooms. (this is not possible)
- When a speaker wants to modify the presentation after it has been transferred to the central conference network, a new version must be uploaded in the Preview Room.
- **LAST MINUTE CHANGES:** are to be avoided. When a last minute change has been made to your presentation, it can only be presented if it is on the central conference network.
This can **only** be done in the Preview Room.
The technician will be informed by an internal phone circuit. But it is recommended that the speaker double check in the room.

MAC users: read the following instructions

- Keynote presentations can be saved in PowerPoint format, but some parts of the presentation might not be copied correctly.
Tip: if possible, run your presentation on a computer (Vista + office2007) to check compatibility.
- QuickTime movies: QuickTime movies cannot be played from PowerPoint on Microsoft windows computers. You need to decode your QuickTime files into wmv (windows media video)
Bring your QuickTime movie and your wmv with you to the conference.
- When you export a Keynote presentation to PowerPoint your QuickTime video files and pictures will normally be added. But check to be sure.
- Pictures: Mac uses QuickTime to display pictures in PowerPoint or Keynote. When transferring to windows PowerPoint it is possible that some pictures are missing in your presentation.
Bring your pictures from your presentation separately with you.

Movies in presentation: read the following instructions

- There are hundreds of video-formats available: Windows Media Video, QuickTime, Mp4, Flash video, Divx variations.
ESTRO guarantees that only Windows **Media Video** , (wmv) video format will be displayed correctly.
ESTRO is aware that some speakers may prefer other video formats. ESTRO made this choice based on most common used video format in PowerPoint presentations, quality and cost efficiency for the conference. ESTRO thanks you for your cooperation and understanding.

Tables or other links in presentation: read the following instructions

- When using inserted tables, Microsoft Excel links / files in your presentation it is possible that they will not be transferred when putting a presentation, for example on a USB stick. Be sure to bring a copy of these files.
Tip: if possible, run your presentation on different computer (Vista + office2007) to check compatibility.
Tip: insert excel or table as a picture into PowerPoint

Microsoft Office (PowerPoint) 2003 - XP: read the following instructions

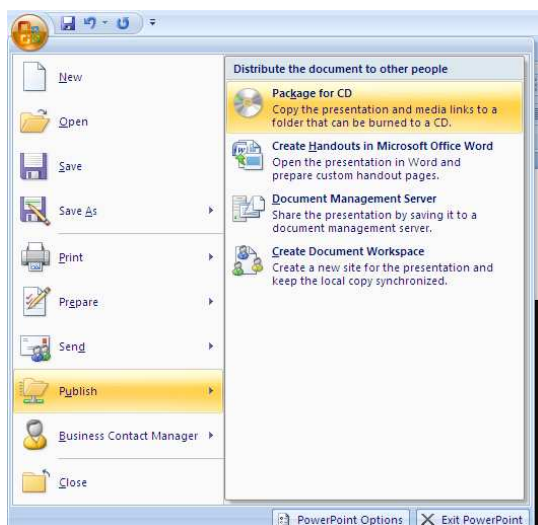
- There are some known issues / differences between PowerPoint 2007 and its previous versions.
 - Automatic timing on/in slides may get lost.
 - Hidden slides settings may be lost.
 - Template settings may change.Tip: if possible, run your presentation on different computer (Vista + office2007) to check compatibility.

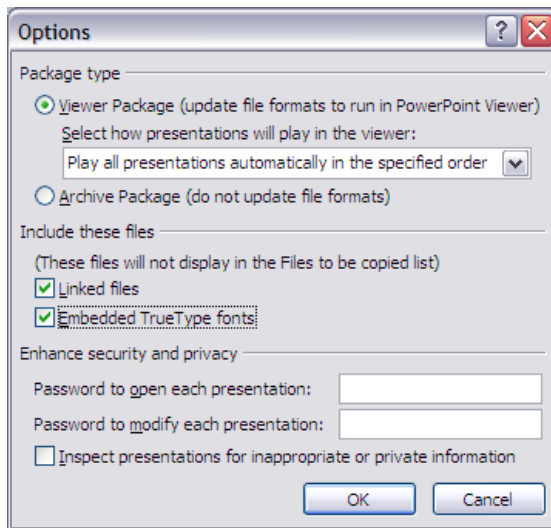
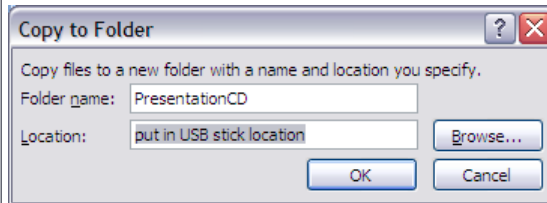
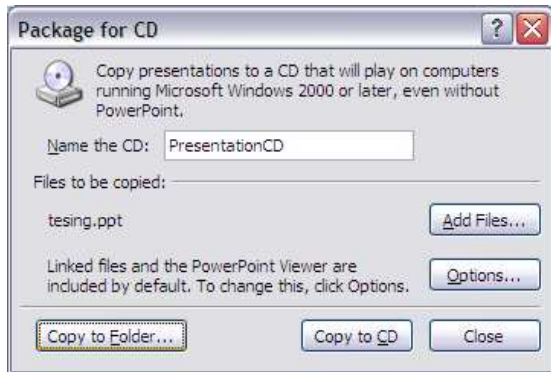
Professional presentation Assistance

- ESTRO will provide PowerPoint- troubleshooters who have experience in dealing with a number of issues that are typically related to presentations, video codec's, ...
However their availability is limited and ESTRO cannot guarantee if they are available to assist you with your presentation.
If you encounter problems with your presentation make sure you come well in advance.
(troubleshoot assistance = first-come-first-served)

Saving vs Publishing your presentation in PowerPoint 2007

- Publish >Package for CD: (instead of saving)
You can publish your presentation to a USB stick or CD with ALL used content.
(included ppt-viewer all your embedded video's and even used fonts)
(see screen grabs for directions)
- Do not use Passwords protection of your presentation. It is not possible to use show these presentations in the sessions rooms.





Additional comment

In case you have any questions or encounter any problems to meet the requirements included in this document, please contact the ESTRO office.