



Speakers guidelines

The Speaker Preview Room will be open :

- Monday May 13th 16:45-20:00
- Tuesday May 14th 08:00-17:30
- Wednesday May 15th 08:00-17:30
- Thursday May 16th 08:00-10:30

IMPORTANT :

- The presentations must be uploaded at the Speaker Preview Room **at least 1 hour before your session starts.**
- A presentation cannot be loaded directly on the computer in the lecture room.

Usable devices : USB memory stick or USB portable hard drive with your presentation on [Microsoft PowerPoint exclusively.](#)

Format of your presentation :

- **Landscape orientation, 16/9 ratio**
- Avoid using **unusual fonts.**
- Stick to the limit size of **1 GO** for your video, pictures or sound files.
- **Save the pictures/ videos used in your presentation separately on USB memory stick** and bring these with you to Paris
- If your video comes from a **medical equipment**, make sure it doesn't require any **proprietary software** for its review
- Be careful to respect **author's rights** and **persons' anonymity.**

Mac Compatibility :

Your **PowerPoint version MAC** should respect the following conditions:

- **Pictures** should be in **jpeg, png** and not **tif** or **pict.**
- **Do not copy and paste** the images from another application, please use the **"insert image from a file"** functionality from PowerPoint (format JPG or PNG).
- **Fonts used should not be specific to MAC OSX.** Please use Windows fonts (Arial, Calibri, Times New Roman, Symbol...).
- Your videos should be in **AVI, WMV** format more than the Mac format **MOV** (QuickTime)