



THE USE OF AUDIO-VISUAL EQUIPMENT

The appropriate use of audio-visual equipment is crucial for the success of our conference. We will be working with an excellent team of technicians with whom we have worked on our annual congresses in Europe for the last eight years. We have drafted recommendations for the use of audio-visual equipment during the LIVES Forum Conference. Please read them in order to ensure a smooth process without inconvenience to the faculty and the attendees.

All abstract presenters will use dedicated e-Poster computers.
Your poster must be uploaded online before the conference.

Equipment available for each e-Poster:

1 laptop computer (+ mouse)
1 LCD Screen

Slide Preview opening hours:

| | |
|----------------------|---------------|
| Thursday 3 May 2018: | 12:15 – 20:15 |
| Friday 4 May 2018: | 08:30 – 19:00 |
| Saturday 5 May 2018: | 08:30 – 13:00 |

In the following attachment we have included guidelines and technical information to assist you with the presentation of your talk.

We wish you all the best for the preparation of your talk and look forward to meeting you in Madrid very soon.



PRESENTATION GUIDELINES

All presentations will be presented on a PC with Windows 7 and PowerPoint 2016.

In order to ensure an optimal delivery of your presentation, please stick to the following guidelines in the preparation of your presentation:

PREPARATION:

- Your presentation should be prepared in **Microsoft PowerPoint** version **2010 or newer**. (.PPTX file highly recommended)
- Your presentation will be displayed in landscape orientation on 16/9 screens.
- Use high-contrast lettering and readable fonts (minimum font size of 24).
- Use standard Windows fonts only. (avoid original fonts)
- Use high-contrast colours (light text on dark background or vice versa).
- A maximum of 7 lines per slide and 5 words per line will improve the communication value of your slide.

PICTURES:

- Save the picture you want to use as a JPG or PNG and set compression/quality to medium or high.
- Avoid saving your pictures as TIF files (especially MAC presentations).

VIDEO:

- AVI, WMV, MPG or MOV are the only acceptable video formats.

FONTS:

- Try to avoid use of non-standard Windows fonts or language specific fonts.

APPLE:

- Please save your presentation as “.PPTX”.
- Check your presentation on a Windows-operated computer (preferably Win7, Office 2010 minimum).
- Always try the USB memory stick on another PC before you bring it to the conference.
- Image: 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).