



**LIVES
2019**

**32ND ANNUAL
CONGRESS
BERLIN 28-02
CITYCUBE**



The Intensive Connection

Speaker Guidelines

BEFORE THE CONGRESS:

Please note that you will have the possibility to upload your PPT presentation online one week before the congress.

PRESENTATION GUIDELINES

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

- Your presentation should be prepared in [Microsoft PowerPoint](#). As a general rule, [it is better to use PPTX format](#) (compatible PowerPoint 2007/2010/2013/2016).
- Your presentation will be displayed in landscape orientation, [16/9 ratio](#).
- Use high-contrast lettering and readable fonts (minimum font size of 24).
- Use standard Windows fonts only.
- 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.
- [Save your presentation on a USB memory stick](#) (and as a backup, a second USB memory stick or a laptop) and bring these with you to Berlin.

PICTURES AND VIDEOS:

- 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).
- **AVI, WMV, MP4 or MOV** are the only acceptable video formats.
- Save the pictures, graphics and videos used in your presentation separately or on a USB memory stick. In case of problems we can re-insert the original items.
- In a general manner, be careful to respect author's rights and persons' anonymity.

APPLE:

- Please save your presentation as ".PPTX" (PowerPoint 2011/2016), it will guarantee a better compatibility with the system.
- Check your presentation on a Windows-operated computer (preferably Win7) before you bring it to the congress.
- 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).



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ONLINE UPLOAD:

All PowerPoint presentations must be uploaded prior to the session, as it is not possible to run PowerPoint presentations directly from a laptop in the session rooms. The online presentation management system for the ESICM LIVES Congress 2019 will be available approximately one week before the Congress until midnight the day before your presentation. All presenters will receive an Email with a direct link.

This platform will make it quick and easy for presenters to submit their PowerPoint presentations prior to the Congress. **We strongly invite you to come and check your presentation at the Speaker Service Centre to test your presentation under real conditions.**

THE DAY OF YOUR PRESENTATION:

All speakers giving a presentation are requested to validate their presentation in the Speaker Service Centre (SSC) **a minimum of 2 hours before the session starts** or the day before for early morning sessions. Presentations received after this deadline cannot be guaranteed optimal audiovisual support.

Speaker Service Centre opening hours:

Saturday 28 September 2019	07:30 – 18:00 hours
Sunday 29 September 2019	07:00 – 18:00 hours
Monday 30 September 2019	07:00 – 18:00 hours
Tuesday 01 October 2019	07:00 – 18:00 hours
Wednesday 02 October 2019	07:00 – 14:00 hours

You will be welcomed by hostesses to be registered at the SSC. At this time you will need to confirm if you give the rights to EAACI to record your talk (as a webcast).

You will be able to upload your presentation on one of the many dedicated computers.

A technical and professional team will be on site to assist you for any question or needs you may have.

Restrictions:

It will not be possible to link up your own laptop directly in the session room and to plug your own memory stick onto the computer set up in the room.

If you anticipate technical constraints, please contact a technician in the Speaker Service Centre. These constraints will be overcome if advance notice is given to the technical team.

In the session room:

Kindly be in the session room 10 minutes before the session starts to meet the Chair and to familiarise yourself with the technical and other equipment. Congress staff will be present to assist you.

At the time of your presentation, a computer will be available and ready to use at the lectern:

- **You just need to click on your name to launch your presentation before starting to talk.**
- **Adjust the microphones if needed, but please do not touch it during your presentation.**