

1. PREPATION OF SLIDES

DISCLOSURE

Every presentation has to begin with the speaker making a disclosure of relevant financial interests or relationships.

This disclosure must be made both via a slide and orally.

This is mandatory for all oral presentations, even if you have nothing relevant to declare.

A pptx template is available for download via www.emim.eu

PREPARATION of SLIDES

Prepare your slides in a 16:9 **format**.

The operating system on-site is Windows, Application: Microsoft PowerPoint 2019.

All presentations need to be prepared WINDOWS compatible

(ppt, pptx, Prezzi, OpenOffice, pdf)

To keep your speaking time, prepare your presentation accordingly:

A max (!) of two slides per minute is recommended.

You can add your notes to your pptx file. These will not be visible for the audience.

2. REGULATIONS/PROCESS ON SITE

It is mandatory to upload your presentation at the Speakers' Room in Porto!

The use of private laptops is neither possible nor allowed.

Copy your presentation to a portable memory stick (ensure compatibility)

and go to the Speakers' Room **at least 2 hours** before to your scheduled presentation time.

If your presentation data is linked to other files (videos, images, graphs etc.), these linked files should also be stored on the memory stick, so that the links can be checked in the Speakers' Ready Room.

AT THE SPEAKERS' ROOM

Be there in time: **at latest 2h prior to your scheduled presentation time**

but also a day or two before is just fine.

Make sure you are aware about the date, time, session of your presentation.

Check your presentation at a laptop inside the speakers' room and together with a technician.

You can also use the Speakers' Room to finalize your presentation. A laptop (PC) is available, and technicians are there to support you.

OPENING HOURS | SPEAKERS' ROOM

Tuesday 12 th March 2024	08.00h – 17.30h
Wednesday 13 th March 2024	08.00h – 17.30h
Thursday 14 th March 2024	08.00h – 17.30h
Friday 15 th March 2024	08.30h – 10.00h