

## 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](http://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, OpenOffice, pdf)

To keep your speaking time, prepare your presentation accordingly:

A maximum 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 Bilbao!**

The use of private laptops is neither possible nor allowed.

Copy your presentation to a portable memory stick and go to the Speakers' Room

**at least 2 hours** before the 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 2 hours 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

Monday 10 <sup>th</sup> March 2025	17.00h – 19.00h
Tuesday 11 <sup>th</sup> March 2025	08.00h – 17.30h
Wednesday 12 <sup>th</sup> March 2025	08.00h – 17.30h
Thursday 13 <sup>th</sup> March 2025	08.00h – 17.30h
Friday 14 <sup>th</sup> March 2025	08.30h – 10.00h