

SPEAKER INSTRUCTIONS

Onsite Preparation

Speakers need to check-in at the **Speaker Ready Room** at least 1 hour prior to their scheduled presentation. The computers in the Speaker Ready Room will be configured with hardware and software exactly like the ones in the meeting room. It is important that you review your presentation in the Speaker Ready Room. This is where our technicians can help resolve any compatibility or formatting issues and explain the in-room setup.

All presentation files must be submitted in their final form at least **1 hour** before the session start time.

The Speaker Ready Room (SRR) is location in **room 0.7 Lisbon** on the **ground floor**.

The opening hours of the SRR are:

Wednesday	June 14	08:00 - 19:00 hours
Thursday	June 15	08:00 - 17:00 hours
Friday	June 16	08:30 - 17:00 hours
Saturday	June 17	08:30 - 13:00 hours

Supported Formats

The session rooms are optimized for 16:9 presentations.

PPT, PPTX; The Presentation Management system at IAPD is optimized for Microsoft PowerPoint, whether created on a PC or MAC.

We recommend all PPT files to be converted to the PPTX format.

Conflict of interest Disclosure

Kindly download the template slide [here](#). You may use the IAPD template also for the rest of your presentation.

Video and Audio File Support

If you're using PowerPoint 2007 or later, please be sure to embed your media files within the PPTX file. Please

compress your videos and make sure the encoding is less than 5Mbps for the best performance, using a higher bit rate encoding may damage the quality. For best compatibility, we strongly advise your videos to be a WMV or MP4 file format.

If you plan to include a video in your presentation, please notify a technician in the Speaker Ready Room when uploading your presentation so arrangements can be made for assistance in your session room.

Considerations for custom fonts

We only supply fonts that are included with Office 2019. If you need a specialized font, it should be embedded into your PowerPoint presentation.

In the session room

Please arrive at your designated session room at least **15 minutes** before the start of your session and introduce yourself to the moderators and the congress staff in the room.

Presentation recording

A few selected presentations will be recorded. If for any reason you do not wish your presentation to be recorded and shared online, please inform us by completing a "Recording Consent Form" when uploading your presentation in the Speaker Ready Room.