

## Instructions for moderators and speakers

All moderators and speakers are kindly requested to be in the session room at least 10 minutes before the session starts. We highly recommend speaking slowly and clearly.

The speakers are requested to show the slide "Conflict of interest disclosure" for at least 10 seconds.

It is essential that you keep to the time frame of your session. An optical system of time keeping will support you. Please consider your presentation time including time for discussion. Discussions after the presentations give the audience the opportunity to ask questions. Please consider to keep your answers short.

Presentations are centrally managed.

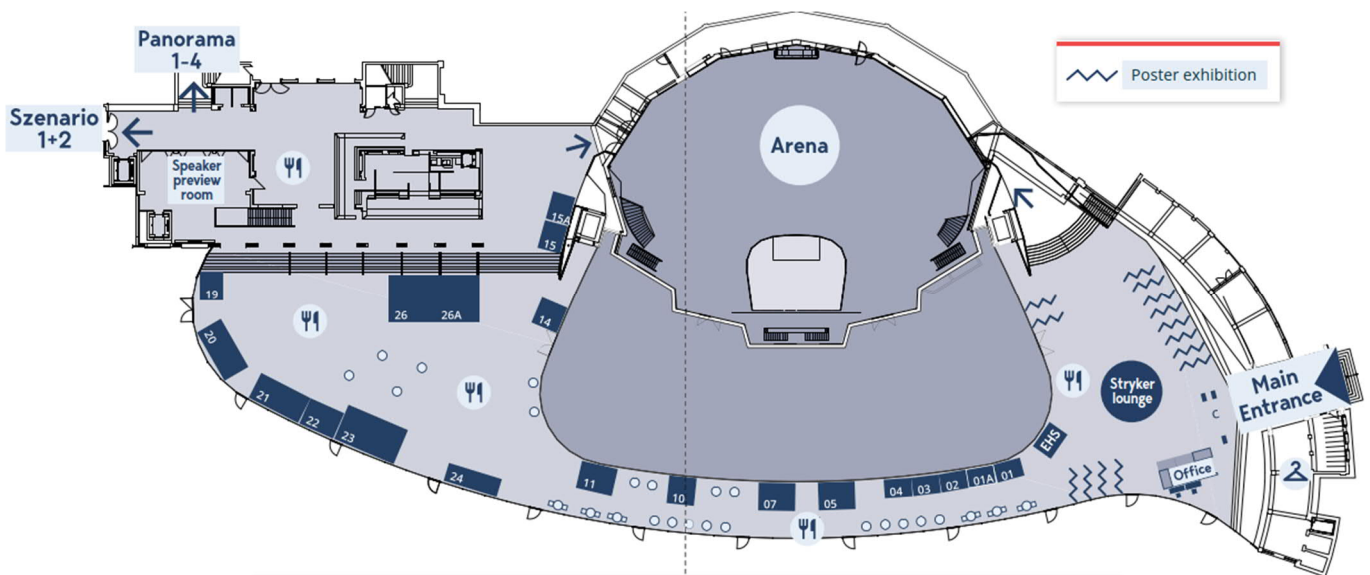
Speakers must submit and validate their presentation in the Speaker preview room. Please hand in your presentation at least 1 hour before the session starts.

The Speaker preview room is next to the lecture hall Szenario 2+4. The opening hours are:

Thursday, 12 October 2023, 07:00–18:30h

Friday, 13 October 2023, 07:00–17:00h

Please present the computer file of your PowerPoint presentation (on USB stick or from any online storage that you have access to) to the technical staff in the Speaker preview room.



## Format and technical requirements

The speakers will find Windows devices with PowerPoint 365 and MacBooks Pro with Keynote 13 in the Speaker preview room.

The projection will be in 16:9 format. Please be aware that your presentation will show black bars if you are using another presentation format.

There is no size limit for files.

PowerPoint and Keynote presentation format will be accepted.

Hall: Kursaal Arena

All presentations will be presented on a Mac, either with PowerPoint 365 or Keynote. Please be aware that PowerPoint presentations created on a Windows device may be displayed slightly differently.

Halls: Szenario 1+2, Panorama 1, Panorama 2-4

Presentations can be displayed on a Windows Laptop with PowerPoint or on a MacBook with Keynote.

The projection will be in 16:9 format. Please be aware that your presentation will show black bars if you are using another presentation format.

There is no size limit for files.

**IMPORTANT:** Please name your presentation with the time you present, your subject and your name.

Example: 0800\_Decision making\_ T. Tosounidis

Presentations using non-standard Windows / Office 365 fonts should be saved with embedded fonts.

If you want to integrate videos, please embed them into your PowerPoint and Keynote files. As a backup, please save the videos as an extra file in the same folder. Please use only MP4 videos.

Please check your presentation beforehand in the Speaker preview room. The technical team will be there to help you.

These are the official specifications for using videos from within PowerPoint:

<https://support.microsoft.com/en-us/office/video-and-audio-file-formats-supported-in-powerpoint-d8b12450-26db-4c7b-a5c1-593d3418fb59>

To avoid potential problems with display fonts, please only use fonts common to both platforms (Arial, Courier, Courier New, Geneva, Georgia, Helvetica, Times, Times New Roman).

The technical team will be there to help you in the Speaker preview room.