

[VuExplorer 2018]

Oral Presentation Guidelines

A Speaker Service Centre (preview) will be available for the speakers on **Friday the 12th of October from 7:30 to 18:40 (Salon Grenelle)**. The speakers will be able to check, modify and save the presentation(s) of their communication(s) on the server.

We strongly recommend you upload your PPT presentation **online**. You will shortly receive an email which will be linked to an upload platform. You have until **October the 11th midnight** to upload your presentation.

In the preview, you are requested to bring your presentation in **Microsoft PowerPoint® exclusively**. PowerPoint® version used in room will be **PowerPoint® 2016, PC version**. As a general rule, it is **better to use PPTX format** (compatible PowerPoint® 2010/2013/2016) to register your presentation.

Presentation creation :

- Dimension: **16:9**, landscape orientation
- Try to avoid use of **non-standard Windows fonts** or language specific fonts
- Limit the size of picture, video and audio files to **1 Go**
- Save the **picture, video and audio files used in your PowerPoint® presentation** separately and bring these with you to the Speaker Service Center.
- Please pay attention if your video comes from a **medical equipment**, check that it does not require a **proprietary software** for its playback.
- Be careful to respect **author's right** and person's **anonymity** on your photos or videos.

Compatibility with Apple / MAC:

On Max OSX, please use **PowerPoint® 2011/2016** and save your presentation as “.PPTX”. It will guarantee a better compatibility with the system.

Your **PowerPoint® version MAC** should respect the following conditions:

- **Pictures** should be in **jpeg, png** and **not pict**.
- Fonts used should not be specific to MAC OSX. **Please use Windows fonts** (Arial, Calibri, Times New Roman, Symbol...).
- As video formats, it is better to use **AVI, Wmv** than the native Mac format **Mov** (QuickTime).
- **Do not copy and paste** the images or the videos from another application, please use the **“insert image or video from a file”** feature

Acceptable storage devices: USB memory stick and USB portable hard drive

Upload of presentation & full checkup in room conditions:

- All speakers giving a presentation are requested to validate **their presentation (PowerPoint®, videos, audio)** in the preview **a minimum of 1 hours before the session starts**
- **A picture of the speaker** is also made.

The day of your presentation:

- At the lectern, if a **black screen** is appearing, just click on **“ESC”** or **“Echap”** key and you will find the main screen.
- Adjust the microphones if needed, but please do not touch it during your presentation.
- **Launch your presentation before starting to talk**
- **When your talk is over**, just click on **“ESC”** or **“Echap”** key to go back to the program session screen.

Ophthalmic Imaging: from Theory to Current Practice

Organization: Michel Puech



Please note that **it will not be possible** to link your own laptop directly in the session room or to plug your own memory stick onto the computer set up in the room