

## TECHNICAL GUIDELINES

Your presentation will have to be in the **POWERPOINT** in the standard size of **4:3 format**.

- **If your presentation uses digital video file**

**Please use DivX 5, WMV or AVI format** and check that they are saved in the same directory as your PowerPoint file and adapt the link if needed (ex below):

```
[Folder]
|--my_file.ppt
|--movie_1.avi
|-- movie_2.avi
```

- **If you have a video file on DVD**

Please be aware that the video will have to be converted by our technician.

In that case, you will be requested to come to the preview area **at least 2 hours before your session**.

- **If you are using Apple Computer**

Please make sure you bring all of your original files (image and video files).

If you have prepared your presentation in Mac PowerPoint format, please be aware that it will be shown from a PC. We highly recommend that you test your presentation in a Windows system, beforehand

Please insert the images with the menu "Insert --> Image --> from a file", because if you simply cut & paste, the picture is hidden on PowerPoint PC.

In order to avoid any PC and Mac compatibility issues, we recommend that you only use fonts that are common to both systems (*Arial, Courier, Courier New, Geneva, Georgia, Helvetica, Times, Times New Roman*).

### **Results**

Selection will be announced current October. If you are selected (for an oral or E-poster presentation), it is not necessary to send us back your Powerpoint. The file you submitted will be used.



## **Any questions**

If you have **any comments or questions** about the technical procedure, please contact Séverine LACAU by email: [scientific-linncasia@europa-organisation.com](mailto:scientific-linncasia@europa-organisation.com)