

# KEYNOTE SESSION RULES



**EDUCATION  
TODAY**





## AUDIO-VISUAL EQUIPMENT

The session room is equipped with:

- Data projector for PowerPoint™ presentations
- Laptop (no Macintosh™)
- Clip microphone
- Laser pointer

## POWERPOINT

- Use Microsoft PowerPoint™ version 2010 or newer version
- Video files / recordings must be integrated into your PowerPoint presentation.
- Please bring a USB with your presentation to the technician at the Speakers Preview Room at least one-half day before the start of the session during which you will give your presentation
- If you use a Mac/Macintosh™, computer, save your presentation on a PC format.
- Keynote presentations (Mac / Macintosh™ hardware) are not compatible and cannot be used!



## INSTRUCTIONS TO SPEAKERS

### WHEN YOU ARRIVE AT THE CONFERENCE CENTER:

- Kindly upload your presentation at the Speakers' Preview Room a day before your presentation and at the latest one-half day before the start of your presentation's session
- If you have any questions, please contact a staff member at the Speakers Preview Room

### AT THE TIME OF YOUR PRESENTATION:

- Please be certain that the length of your presentation remains within the allocated time and leave enough time for questions from the audience.
- **Be available at least 10 minutes before the start of your session**
- Sessions are programmed for 45 minutes



# EDUCATION TODAY

[www.educationtoday.edu.al](http://www.educationtoday.edu.al)

Turgut Ozal Primary School Campus,  
Tirana, Albania

