

KEYNOTE SESSION RULES



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AUDIO-VISUAL EQUIPMENT

The session room is equipped with:

- Data projector for PowerPoint™ presentations
- 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 60 minutes



EDUCATION TODAY

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