

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 90 minutes**