



TECHNICAL GUIDELINES FOR FIRE E-POSTER

PROCEDURE

After having withdrawn your badge, we kindly ask you to proceed the Preview area where you will be assisted by a technician. You will be able **to check and test your presentation(s)**.

The conference room will be equipped by our care with a computer connected to the central server located in the Preview area. It is not necessary to bring your laptop since a computer is provided for the presentations and is already connected from the preview room. (this PC cannot be disconnected to replace by a personal computer)

Your **presentation is sent directly to the conference room** by computer network.

The laptop PC present on the lectern used to give the talk **is not connected to Internet**. We remind speakers that the **speaking times are strictly limited to respect the program**.

PREVIEW AREA

All presenters are kindly asked to load their presentation in the preview area located in "Room Sauternes" prior to their intervention.

The Preview room (Room Sauternes) will be opened on:

- Friday, June 10, 2022 from 07:30am to 06:45pm
- Saturday, June 11, 2022 from 07:30am to 04:45pm

For organisation purposes, we ask you to present yourself in the Preview room the day before your conference, or at least 1 hour before the beginning of your session.

FORMAT OF YOUR PRESENTATION

Your presentation will have to be in the **POWERPOINT (16:9) format on CD, or USB key**.

- **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 Macintosh**

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*).



RECOMMANDATIONS

We strongly recommend bringing **a copy of your PowerPoint on another support (USB key or CD-ROM)**, even if your presentation is saved on your laptop computer, please test this copy on a PC (with PowerPoint 2013) and check the file can be opened on another computer.

ANY QUESTIONS

If you have **any comments or questions** about the technical procedure, please contact by email:

scientific-eudec@europa-organisation.com or support-eudec@europa-organisation.com

Your request will be forwarded to the technical manager who will assist you onsite.