



SPEAKER GUIDELINES

Dear Speakers,

In order to prepare your presentation in the best possible way we would like to ask you to read the instructions and guidelines below carefully.

Congress Venue:

MECC Maastricht (Maastrichts Expositie en Congres Centrum)
Forum 100
6229 GV Maastricht, Netherlands
<https://www.mecc.nl/en/>

Media Check:

The ICT 2022 Media Check is located in **MECC Maastricht on level 0, room "Moscow", room number 0.17.**

The facilities in the Media Check will provide the possibility of:

- reviewing your presentation on Windows-based computers
- last minute alterations of your presentation
- support by technical staff
- uploading your presentation to the server

To enable the staff to handle the technical aspects in an efficient way, all presentations should be prepared according to the guidelines below. It is essential that:

- the **correct format is used** (see below)
- the presentation has to be handed in at the Media Check on time: **at least 1,5 hours before the beginning of your session or, if possible, the day before**
- to guarantee a seamless transition between speakers and to avoid any delay, **it is not allowed to use your own laptop**. You have to use the pre-installed laptop.

Media check opening hours:

Sunday, September 18, 2022:	08h00 – 19h30
Monday, September 19, 2022:	08h00 – 18h00
Tuesday, September 20, 2022:	08h00 – 18h00
Wednesday, September 21, 2022:	07h30 – 14h00



Transfer of your presentation

Please submit your presentation to the media check via one of the following media:

- CD ROM (CD-R/RW), DVD-ROM (DVD-R/RW)
- USB memory stick

Save all files associated with your presentation (PowerPoint file, movie/video files etc.) in one folder/location. We recommend saving videos separately on your CD ROM or USB stick. In case of problems, we can re-insert the originals.

Your presentation will be automatically transferred from the media check to the corresponding session room. You will easily find your presentation at the lectern installed laptop in your session room.

In case you have more than one presentation during the conference, save the different presentations in different folders and name them clearly to avoid any on-site misunderstandings and problems.

Always make a backup copy of your presentations and all associated files and save them on a separate portable medium by yourself.

Session Rooms

Each session room is equipped with:

- Video beamer
- Lectern with microphone
- Laptop with operating system Windows 10 (English)
- Remote control for your presentation

Presentation Format

Please use Microsoft PowerPoint 97-2019 (*.pptx), OpenOffice / LibreOffice 1.0 – 7.0, PREZI or Adobe PDF to guarantee your presentation will open successfully on an on-site PC. If you use MS PowerPoint, we recommend that you save your PowerPoint presentation using pptx-format and not .pps/ppsx.

All presentations will be presented in format 16:9 (landscape).

Please use high contrast lettering and fonts with a minimum size of 16pt and high contrast layouts like light text on dark colours.

Videos

Because of so many different video formats, support cannot be provided for embedded videos in your presentation; please test your presentation with the on-site PC several hours before your presentation. Generally, embedded videos in MPEG-4 format should work with no difficulties.



Fonts

Only fonts which are included in the basic installation of MS-Windows 10 will be available (English version of Windows). Use of other fonts not included in Windows can cause the wrong layout / style of your presentation.

If you must use different fonts, these must be embedded in your presentation.

Other Information

You can control/move slides during your presentation on your own (by remote control - please check this in the media check in advance).

Please go to the session room at least 10 minutes before the session starts to meet the chair and familiarize yourself with the technical and other equipment. Furthermore, we kindly ask you to strictly adhere to the timing of your presentation.

Using your own laptop for presentation is not possible.

Scientific Program

An update of the scientific program, including the dates and times of all speeches, can be found on the congress website: www.ict2022.com/programoverview/.

In case you have a question or remarks feel free to contact us.

Good luck with your presentation!

ICT 2022 Congress Organization

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