



# POWER POINT INSTRUCTIONS

## PREPARE YOUR POWER POINT

---

To ensure that your presentation is properly distributed in the room, we ask you to bring your presentations in **PowerPoint format only. 16/9, landscape format.**

MAC presentations are compatible, provided your images are in jpeg (not .pict) and your videos are in Windows Media Player (not Quicktime).

When creating your PowerPoint presentations, avoid using unusual fonts. If your presentation uses external elements (video files, sound, etc.) with specific codecs (Divx, etc.), remember to copy them along with your PowerPoint file onto the computer medium (CD Rom, etc.).

We remind you that it is not necessary to integrate images and videos in "high definition" for distribution with a video projector, it is important to compress them in order to minimize the weight of the PowerPoint file.

Accepted media:

- For PowerPoint files: USB key
- For video: USB key

**PowerPoint files and videos must be brought to the technicians next to the conference room at least 1 hour before the start of the session and, if possible, the day before.**

It is forbidden to connect your own computer directly to the room; if technical constraints make this necessary, you must notify the organizing committee, no later than the day before the conference. A computer will be available to speakers for any modifications.