

# Instructions for speakers

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## ORAL PRESENTATIONS

- All meeting halls are equipped with standard PowerPoint presentation facilities.
- All presentations will be networked to the appropriate hall from “Speaker’s Ready Room”. There will be a master computer with the technician in each meeting room to ensure a smooth transition between speakers.  
**Speakers will not be permitted to use a memory stick, CD, or own laptop in the meeting hall.**
- The speaker is entirely responsible for the presentation content (order, the loading, graphics...etc.)
- The official language of the conference is English. **All presentations and questions must be delivered in ENGLISH.**

# HOW TO CREATE PRESENTATIONS

## Instructions for PowerPoint

- Please save your presentation as **PowerPoint Presentation 97-2007, 2010 or higher** (\*.pptx) so that we can guarantee that we can open it on our computers.
- The screens in the halls **will be prepared for a 16:9 presentation format**; the traditional 4:3 presentation form will be also accepted, and you can use it. However, such a presentation may not look good on larger screens.
- If you are creating your presentation on Apple's "**Macintosh**" computer, please come to the **SPEAKER'S READY ROOM** 90 minutes before your lecture begins to resolve any potential compatibility issues.

# HOW TO CREATE PRESENTATIONS

## Images / Videos

- JPG is the most frequently used format for inserting images into a presentation.
- GIF, TIF and BMP are also acceptable.
- To display images of good quality during the presentation, a resolution of up to **250 dpi** is sufficient. Higher image resolution only increases the file size and does not make the image look sharper on the screen. Please compress the images in your presentation to the recommended resolution.
- If **your presentation contains a video**, please come to the SPEAKER'S READY ROOM earlier so that we can test whether your video format is compatible with our software and whether the video has been inserted correctly.

## Fonts

- Only fonts that are part of the basic Microsoft Windows installation will be available. Other fonts may not display correctly and can corrupt your presentation.
- Recommended fonts Arial, Times New Roman, Tahoma, Calibri.
- If you insist on using special fonts, you have to save these fonts together with your presentation. Follow these steps:
  - Click on “tools” then “options” then “save” and check the box “Embed True Type fonts”
  - Save the presentation

# PRESENTATION REQUIREMENTS

- Please bring your files on one of the listed media:
  - USB “flash drive”
  - External drive
- Save all lecture-related files in the same folder (PowerPoint, movie/video files, etc.)
- If you are giving more than one lecture, save each presentation in a separate folder and name it accordingly to avoid any confusion when saving it to our system.
- Always **make a backup of your presentation** on another media or a portable drive.
- The file size limit is **200 MB**.
- Supported file types: **PPTX, PDF and MP4**.

# HOW TO SUBMIT A PRESENTATION

## On-site at the Speaker's Ready Room

- Please come to the **SPEAKER'S READY ROOM at least 1 hour before the start of your session.** In this room, the technical support will upload your presentation to the system, test the presentation and check that it displays correctly.
- Please note that due to technical reasons, uploading your presentation directly in the hall during the break before your session is not possible.

## IN THE MEETING ROOM

- Speakers should be in **the meeting hall 15 minutes before the beginning of their session** and meet with the chairperson.
- During your lecture, you can control your presentation using a wireless presenter (or keyboard/mouse), which the technical support will provide to you during the break. Please leave the laser pointer on the lectern when you leave.
- Please follow strictly the instructions of the chairperson, especially with regards to the time allocated to your presentation: please do not go over the time limit. You will be asked to stop speaking if you go over the allocated time. Remember to speak directly into the microphone at a suitable speed for participants.
- Time for questions and discussion will be allowed after your presentation. You only have time to present the key findings of your work. Please concentrate on the implications for practice.



## BEST ORAL PRESENTATION AWARDED BY THE AUDIENCE

- The **Best Oral Presentation rating** will be available for Conference participants via the Conference App for mobile phones.
- The award for the Best Oral Presentation chosen by Conference Delegates will be presented during the Closing Ceremony.
- The prize consists of 250 EUR.

# **SPEAKER'S READY ROOM**

## **Opening Hours**

<b>Saturday, October 14, 2023</b>	13:00–19:30
<b>Sunday, October 15, 2023</b>	08:00–17:45
<b>Monday, October 16, 2023</b>	08:00–17:45
<b>Tuesday, October 17, 2023</b>	08:00–13:15

\*with the conference date approaching, opening times of the ready room can change slightly



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