



12<sup>th</sup> CONGRESS  
JUNE 7 - 10, 2007  
VIENNA

## INSTRUCTIONS FOR ORAL PRESENTATIONS

During the 12<sup>th</sup> Congress the **Speaker Ready Room** can be found at the registration area.

Opening hours will be as follows:

Thursday, June 7	07.00 - 18.00 hours
Friday, June 8	06.30 - 18.00 hours
Saturday, June 9	06.30 - 18.00 hours
Sunday, June 10	07.30 - 12.00 hours

**Check in** at the Speaker Ready Room at least **3 hours before presentation time** to check your slides, to copy your presentation onto the network and to check the demo of your presentation with the audiovisual staff.

### On-line disclosure form!

As part of the EHA CME accreditation procedures, all speakers and chairs are requested to provide disclosures. The deadline to fill in the on-line disclosure form is Friday, May 11 via the following website: <http://cme.ehaweb.org>  
In case of any questions, please send an e-mail to [cme@ehaweb.org](mailto:cme@ehaweb.org)

### Rules & regulations for oral presentations:

1. **Only PowerPoint presentations** made in Microsoft Office 2003 or earlier versions will be accepted. Picture and animation links to the Internet or to other files will NOT be accessible.
2. When preparing your PowerPoint presentation, please bare in mind that presentations will be projected in a resolution of 1024 x 768 pixels. All video/data projectors (beamers) at the congress can visualize these resolutions without a problem. Use standard Windows fonts only, .24 font size can be read easily.

The following codec's will be available for use;

- Integrated audio files such as mp3 or wav
- AVI and MPEG movies, integrated in a PowerPoint presentation, using the following codec's:
- XviD Version 1.2.0
- DIVX Pro 6.2.2
- 3ivX Pro [Version D4 4.5.1]
- Ligos Indeo XP
- MS MPEG-4 [version 4.1.0.3927]
- MPEG-4 Low and Fast motion [version 4.1.0.3927]
- Ligos MPEG-2 decoder [version 4.0.0.77]
- Cyberlink MPEG-2 decoder [version 6.0.0.2023]
- MainConcept MPEG-2 decoder [version 1.0.0.78]
- QuickTime codecs [version 7.0.2]
- Windows Media Player 10

Should movies embedded in a presentation not work, they will be converted to a format that PowerPoint accepts through the EO Video® program.

The following items need extra attention at the Speaker Ready Room:

- \*.mov and \*.tif files integrated in PowerPoint
- Hyperlinks inside a presentation
- Starting movies by clicking on it
- Flash movies

When movies are used in a presentation, they should be set to start **automatically**, because it is NOT possible to click on a movie when using the Cue-it ® system.

If you use a MAC please make sure you check in early at the SRR. Your presentation have to be converted to a pc format.

3. The use of your **own laptop** during your presentation **is prohibited**.
4. We strongly advice you to bring your presentation to the Speaker Ready Room on CD-Rom, DVD (data), USB/Flash discs or ZIPdrives to check the presentation with the technical staff at least 3 hours before your presentation starts. You may also bring your own laptop, but just for copying your presentation onto the network.
5. If you wish, you can send your PowerPoint presentation, including your personal and session details, **before Friday, May 25, 2007**, to the following e-mail address: [eha@eurocongres.com](mailto:eha@eurocongres.com)  
After receiving your e-mail, the congress organizer will send your presentation to the audiovisual service of the 12<sup>th</sup> Congress. Despite this service, we strongly advice you to bring a copy of your presentation on CD-Rom, DVD or USB memory sticks to the congress!
6. Single-, double slide and overhead projections will NOT be offered during the 12<sup>th</sup> Congress
7. Do not forget to register for the 12<sup>th</sup> Congress via the congress section of the EHA website: [www.ehaweb.org](http://www.ehaweb.org)