

5th**International Conference
on Esophageal Atresia
INoEA**June 24th - 28th 2019**2nd****International Meeting
of Pediatric Airway Teams
INPAT**June 26th - 27th 2019**SCIENTIFIC INFORMATION****Slide Center**

Speaker's slide Center is located at the URBANIANA UNIVERSITY (Meeting Room 9 - First Floor)

All presenters and invited speakers are requested to visit the Slide Center, at least one day before their session to have their talks loaded onto the system.

Operational times:

June 24, 2019 → 08.30 – 18.00 (*Bambino Gesù Children's Hospital - Padiglione Salviati*)

June 25, 2019 → 08.00 – 18.00 (*Pontifical Urbaniana University*)

June 26, 2019 → 07.45 – 19.00 (*Pontifical Urbaniana University*)

June 27, 2019 → 07.45 – 19.00 (*Pontifical Urbaniana University*)

June 28, 2019 → 07.45 – 14.30 (*Pontifical Urbaniana University*)

Audio-visual equipment.

All venues will have standard audio-visual equipment available which include a sound system and microphones plus a data projector with a presentation laptop. Presenters will not be allowed to use their own laptops. All presentations will be uploaded in the Speakers Slide Center.

Microphones

Each venue will have headset microphones, a podium mic and a handheld mic. Should you wish to use a headset microphone for your presentation, please check in to the technicians at the back of the venue at least 15 minutes before your presentation so that they can set up the mic for you

Laptops and control of slides:

The laptop will be located at the back of the venue and will be controlled by the technician. You will be given a remote clicker to turn your slides. The remote clicker also has a laser pointer should you wish to point to something on the screen. **You will not be able to use your own laptop in the front of the venue.**

Organizing Secretariat

COLLAGE S.p.A.

Via U. Giordano, 55- 90144 Palermo - Tel. 091 6867.401 - Fax 091 9889354
e-mail: giorgia.napolitano@collage-spa.it - web: www.collage-spa.it

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Chairs - Moderators –Coordinators - Guidelines

Lay- out, AV and Technical / other services at the congress:

- ✓ All sessions will be set up in cinema style.
- ✓ All room will be equipped with a data projector, screen, sound system with podium mic, headset mic, handheld mics and aisle mics (for question and answer sessions).
- ✓ Each venue/room will have its own dedicated technician to assist.
- ✓ Presentations will be loaded onto the internal network in the Speaker's Slide Center before the session.
- ✓ No personal laptops will be used for presentations in the lecture rooms.

Activities before your Session:

- ✓ You are kindly requested to check the programme and be clear about the exact date, time and lecture room of the session that you are involved.
- ✓ Please be available in your designated room at least 15 minutes prior to the commencement of your session to welcome your speakers/presenters and to familiarize yourself with the set-up and equipment.
- ✓ Please ensure that the presenters in your session are all present in the room at least 10 minutes before the session starts. The organizing Secretariat has put all measures in place to get confirmation of presenters' attendance. However, if a presenter does not arrive for his/her session we suggest you move to the next presentation on the programme. Please inform the technician in the venue if a speaker is not present so that they can notify the organizers.
- ✓ Announce the presentation time and Question & Answer allotted to each paper. Please discuss with the presenters how you will notify them when their time is running out so that they are aware of your method before they begin their presentation.
- ✓ The venues will be equipped with countdown timers so that you and the presenter can see the time available. It is up to you as the Session Chair to ensure that ALL speakers adhere to their allotted time and that the audience has opportunity for questions and comments.

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Presentation Guidelines

Timing

Presentation time for each Speaker's slot is indicated on the program

Preparation

- All presentations must be in PowerPoint (PPT):
- PPT slides sizes should all be 16:9 aspect ratio.
- Please use the INPAT - INOEA Introduction Slide as the first slide of your presentation. It will be used for internal organization and sorting purposes.
- Save all your files to a USB Storage Device.
- When building your presentation, make sure that you save any external files linked within your presentation in the same folder as your presentation.
- When creating your media for transportation, copy the entire folder to the disk.
- It is advisable to make a back-up copy of your files and transport it in a separate piece of luggage.

Movies:

Movies in PowerPoint: Using the WMV format is the safest way to ensure that movies are embedded in PowerPoint i.e. it becomes part of the PowerPoint file. PowerPoint references most other video formats i.e. it remains an external file.

It is imperative that you check your movies in the Speakers Preparation Room if your presentation contains video files.

Please be aware of the size of your video files. In most cases, lower resolution video files are very effective. While the technical team try to support as many PC video formats as possible, they can only accept movies under the following conditions:

Please take steps to compress your videos. Uncompressed videos will take longer to upload and will not be better quality than a modern MPEG-4 codec. We can only accept movies created as MPGs, WMVs, or with the following AVI codecs: MPEG-4 (Divx, Xvid, or WMVs).

Apple Quicktime formats such as MOV, QT, or DV files are NOT supported in Windows PowerPoint. Options to convert these movies to a Windows compatible AVI are discussed below in Considerations for Mac Users.

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MAC Users:

All presentations will be run from Microsoft Windows machines and the following need to be considered:

- All presentations created on Mac's need to be saved in PPTX format or alternatively PDF format.
- Do not make use of special Fonts or Transitions in your presentations as this will not work.
- It is important that movies do not completely fill the screen.

In the meeting room, presenters will only have a mouse to advance the slides.

Presenters can only advance the PowerPoint with a mouse by clicking on the slide, not the movie itself.

Fonts: The Technical Team only supply fonts that are included with Office 2010 or later. If presenters need a specialised font, it should be embedded into the PowerPoint presentation.

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