Committed to People

EAPC

11TH CONGRESS
OF THE EUROPEAN
ASSOCIATION FOR
PALLIATIVE CARE
7th – 10th MAY 2009
VIENNA AUSTRIA

Please note the opening hours of the media check:

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Thursday, May 7th: closed
Friday, May 8th: 07:00 – 18:00
Saturday, May 9th: 07:00 – 18:00
Sunday, May 10th: 08:00 – 12:00

Presentations for the workshops on Thursday May 7th have to be delivered directly in the lecture hall.

Technical Information

The lecture halls at the EAPC congress are equipped as follows:

Standard technical equipment:

1. Laptop
2. Projector
3. Screen
4. Preview Monitor in the Lecture Halls E1, E2, F1, F2, D
5. Wired Microphone at the lectern
6. Wired Microphone at the Chair Table
7. Wired Microphones for Discussions in the Audience

Please inform us if you need any further technical equipment for your presentation via the attached order form.

Special Service for Speakers – Presentation Upload

For the EAPC Congress 2009 we provide you a special service: save some time prior to your presentation on-site by uploading your presentation in advance to the congress using the following link:

ftp://eacpspeaker@www.webstream.at

A window will pop up in which a username and password is requested:

Username: eapcspeaker
Password: eapc

After entering the password a second window opens up in which you can copy (copy and paste) your presentation. Please take care that you do not only copy your presentation but also the files from embedded movies, sounds or links have to be copied to the server.

You will find a file-tree in the browser window which is structured by day, time-slot, and lecture hall

Please save your presentation in the appropriate file: according to date, time-slot and lecture hall of your presentation. Your presentation should be named as follows:
name: Mr. Max Mustermann – presentation name: Mustermann, Max

Preparation of Presenations:

1. Speakers are kindly asked to bring their presentation to the Preview-Center **at the latest** two hours before the speech is held. The presentations are uploaded at the "Check-In-Stations". If there are any changes to do, they should be done on the installed "Preview-Stations" prior to "Check-In".

2. The ConLogic Slide center is a data based software solution. All presentations can be checked in at one point (in the Preview center) and will be copied automatically to the correct destination (Hall)

3. The ConLogic Slide center is optimized for MS Powerpoint 2007 (Office 2007) and "*.pdf" (Adobe Acrobat)-files. Uploading of "DVD-Movies" is not supported.

4. For MAC-Users: For embedded movies please use the possibility of "Quicktime" to save the movie in "*.mpeg 1(2)"-, "*.DIVx"-, or "*.avi" format. Please try out the proper functionality of your presentation as soon as possible in the Preview center.

5. The supported data medias are: CD, DVD (as Data-storage-medium) and USB-Memory (Stick). Please note that Floppy Disks are NOT supported.
All needed files - also the movie files!!! – have to be on the data medium.
Presentations can also be taken off speakers notebooks at the Preview center.

6. The fonts, which are used in the presentations, should be „Latin-based fonts". If the speaker needs special fonts, they should be stored as „embedded fonts" with the presentation (File -> save as „name of presentation" and under „tools" ->save options mark the checkbox „embed True type fonts" and select „embed all characters").

7. When using mathematical symbols please use these which are available under Latin fonts (unicode or DOS: Western Europe). These can be shown without any problems in Office 2003.

8. As format for embedded movies "MPEG2 – movies" are preferred (but can also be *.avi, *.wmv). If Codecs are used, the Codepackages DIVx in the current version, which can be found under www.divx.com, should be chosen.

9. Presentations should be saved as „*.ppt" (= PowerPoint) or „*.pps" (=PowerPoint Slideshow) – file and movies as separate files on the data medium

These guidelines should be seen as a matter of improving the effectiveness of the "Slidecenter-Solution" and as a consequence should result in high speaker comfort.

For questions regarding your preparation of presentation or the technical facilities in the Austria Center please get in direct touch with our technical partner h82: office@h82.at.