

IMPORTANT INFORMATION FOR ORAL PRESENTATIONS

It is our great pleasure to welcome you as a session speaker at EUNIS-Rectors 2012 in Prague. In order to ensure a smooth course during "your" session, we kindly ask you to consider the following instructions:

The overall time slot for each presentation – follow the program please. Session chairs are kindly asked to rigorously enforce the schedule, i.e., to strictly obey the length of a presentation. We kindly ask you for your understanding and for your cooperation in keeping the schedule.

Be at the Speaker´s corner always before the session starts, so you can upload your presentation and then you can meet your session chairs and the other speakers in advance.

A video projector and a notebook will be available in all conference rooms. The use of personal notebooks has to be announced in advance to the technician in each Session Room.

Please bring your presentations on a USB memory stick in MS-Power Point or Adobe PDF format to EUNIS-Rectors 2012 and submit it in the Speaker´s Corner at the conference venue NO LATER then 15 minutes prior to your session! You can of course bring it earlier.

In case you have any special technical requirements in regards to your presentation please let us know in advance to be able to accommodate your needs - e-mail address:

eunis-rectors2012@gurant.cz

In order to avoid any problems with your presentation, please make sure it fulfils the necessary needs, and read carefully the instructions below:

PowerPoint Instructions

- If preparing your presentation in PowerPoint, please use the following versions only: PP 97-2003 and 95 (*.ppt) or 2007, 2010 to guarantee it will be opened successfully on an on-site PC.
- We recommend you to save your PowerPoint presentation using PPT format instead of PPS.
- All videos or animations in the presentation must run automatically!

Pictures/Videos

In case you have video presentation please let us know about this important fact by return !! - eunis-rectors2012@guarant.cz

- JPG images are the preferred file format for inserted images.
- GIF, TIF or BMP formats will be accepted as well.
- Images inserted into PowerPoint are embedded into the presentations. Images that are created at a dpi setting higher than 200 dpi are not necessary and will only increase the file size of your presentation.
- We cannot provide support for embedded videos in your presentation; please test your presentation with the on-site PC several hours before your presentation. Generally, the WMV format should work with no difficulties.
- In case, that your video is not inserted in PowerPoint it is possible to have it in other formats – MPEG 2,4 , AVI (codecs: DivX, XviD, h264) or WMV. Suggested bitrate for all mpeg4 based codecs is about 1Mbps with SD PAL resolution (1024x576pix with square pixels, AR: 16/9).
- **In case of Full HD videos, please let us know before the meeting and we'll tested.**
- Videos that require additional reading or projection equipment (e.g., VHS cassettes) will be not accepted.