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# **IOF Audiovisual Instructions**

## **Speakers preview room Guidelines**

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### **Speaker Preview Room**

As a speaker at the IOF World Congress on Osteoporosis you are requested to hand in your presentation at the Speaker Preview Room at the Queen Sirikit National Convention Center. The Speaker Preview Room is located in room **PLAZA**.

Please ensure that your presentation is handed in on time at the Speaker Preview Room:

- the day before your presentation if you are scheduled to present before 12.00 a.m. or
- on the morning of your day of presentation if you are scheduled to present after 12.00 a.m.

### **Opening hours**

Wednesday 3 December	8.30 a.m. - 7.30 p.m.
Thursday 4 December	7.00 a.m. - 6.45 p.m.
Friday 5 December	7.00 a.m. - 6.45 p.m.
Saturday 6 December	8.00 a.m. - 6.45 p.m.
Sunday 7 December	8.00 a.m. - noon

The facilities in the Speakers Preview Room will provide the possibility for:

- reviewing your PowerPoint presentation
- last minute alterations of your PowerPoint presentation
- expert advice by the technical IT staff

To enable the staff to handle the technical aspects in an adequate way, the presentations should be prepared according to the following guidelines:

### **Guidelines**

All presentations will be presented at a resolution of 1024 by 768 pixels on a PC with Windows XP and PowerPoint XP.

- Your presentation should be PC formatted, not Mac formatted
- Your presentation should be prepared in PowerPoint 97 or higher
- Preferred page set-up landscape orientation (portrait orientation will not be displayed properly)
- Use high-contrast lettering and readable fonts (minimum font size 24)
- Use high-contrast colors: Light text on dark background or vice versa
- A maximum of seven (7) lines per slide and five (5) words per line will improve the communication value of your slide

## Presentation

- 1- At home: prepare your PowerPoint presentation according to the guidelines and save it on a disk, CD-ROM or USB key. Label the materials with your name, session name, session date and presentation name.
- 2- Check in at the Speaker Preview Room:
  - the day before your presentation if you are scheduled to present before 12.00 a.m. or
  - on the morning of your day of presentation if you are scheduled to present after 12.00 a.m.
- 3- The organizers cannot guarantee projection of presentations handed in later than one (1) hour prior to the sessions.
- 4- Be at the session room **10 minutes before the session starts** to meet the session chair.
- 5- All presentations of that session will be brought to the room and saved to the laptop on the lectern by the technical staff.
- 6- Familiarize yourself with the laptop and other equipments. Technical staff will be present to assist you.

## Session Rooms

Each session room is equipped with:

- lectern with microphone
- clip-on microphone
- data projection for PowerPoint presentations
- laser pointer
- switches for laptop

Please note that there is no overhead projector or slide projector in any of the rooms. Should you have problems preparing a PowerPoint presentation, please let us know, so we can make the necessary arrangements.

## Scientific Program

An update of the scientific program can be found on the website [www.iofbonehealth.org](http://www.iofbonehealth.org) including the dates and times of the presentations.