



27th International Conference, Paris 2010

Guidelines for Oral Presentations

YOUR POWERPOINT SLIDES ARE NEEDED NOW!!

General guidelines

Your abstract has been selected for ISQua's 27th International Conference:

- For a 15 minutes oral communication (10 minutes of presentation and 5 minutes for questions and audience discussion)
- **Registration.** You must be pre-registered for the conference in order to present and have your abstract published in the final programme, go to www.isqua.org to register now. Authors should check in at the Conference Registration Desk located on the Level 0 of The Marriott Rive Gauche Hotel. The location of your session will be published in the final programme, which you will receive when you arrive at the conference

Registration opening hours are as follows:

Sunday 10th	07:30 to 20:00
Monday 11th	07:00 to 17:00
Tuesday 12th	07:00 to 17:00
Wednesday 13th	08:00 to 16:30

- **Meet the session chairperson.** Please meet the session chairpersons at your conference room at least fifteen (15) minutes prior to the start of your scheduled session. So that they can announce you properly, please give the chairperson a sheet of paper with your name, position, organisation and country.

Audiovisual equipment:

- Each meeting room is equipped with a master computer, which shall be used for all presentations. The conference room will be set in theatre style.
- Speakers will not be allowed to connect their own laptop to the video projector.
- Presentations must be PCs compatible (It is easier to transfer Mac formatted files to PC formatted files than otherwise).

Authorised PC formatted file support

- Speakers should bring to the symposium a backup copy of their presentation(s) on a PC formatted file support such as **USB key, CD-Rom, DVD, External Hard disk.**



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Presentation Format

	Advised	Not advised
PowerPoint Software	Version 97, 98, 2000, 2001 or XP-2002 and 2003, Windows 2007	Keynote
Font	PC Fonts (Arial, Times,...); Wingdings for special characters and other sign	
Pictures	.jpg, .gif, .tif, or .bmp	.pict
Video files *	.mpg, .mpeg, .avi or DIVX	.mov (quicktime); DIVX 6 and over

* **Do not forget** to bring your video files with your final presentation on a PC formatted file support!

Tips to convert your files if you are a Mac user:

If you are using Keynote, you can save your presentation in PDF or PowerPoint by clicking on "Share". You may lose your animation and certain fonts if you are not using True Type Font.

You can use **QuickTime Pro** to convert your video files (QuickTime) without any loss of quality.

In the preview room, you can meet computer experts that can help you converting your files. Please, proceed to the preview room at least half a day before your presentation to ensure there is enough time for file conversion.

Sending your PowerPoint presentation file

- Speakers can send their presentation file to scientific.isqua@clq-group.com no later than **15th September 2010**. Please, name the file with your abstract number, date and time of your presentation.
- The size of the file should be **less than 5 Mb** to enable it to be received by email.
- **During the conference, speakers are requested to proceed to the preview room** at least half a day before their session (except on the first day of the congress) where they will be assisted by computer experts.
Speakers will be able to upload or review/update their presentation(s).

Confidentiality

Submission constitutes your consent to publication of the abstracts and any PowerPoint presentation. Please inform us if you do not wish your presentation to be posted on the ISQua web site following the conference.

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