CIRTA 2019

16th International Congress of the Intestinal Rehabilitation & Transplant Association
International Meeting on Intestinal Failure & Rehabilitation, Clinical Nutrition, and Intestinal Transplantation in Children and Adults

AUDIOVISUAL GUIDELINES FOR PREPARING AND DELIVERING AN ORAL PRESENTATION

Before Getting Started, we recommend using the latest version of Google Chrome, Firefox or Safari. Internet Explorer 9 or higher is supported with compatibility mode turned off (tools > compatibility view setting > UNCLICK display all websites in compatibility view).

1. KEY POINTS FOR ALL PRESENTERS

- The Preview Room will be networked with the session rooms, which means your presentation will be automatically distributed to your session room once it is uploaded in the Preview Room.
- Presentations will not be accepted directly in the session rooms for uploading.

- All presenters must check into the Preview Room at least 2hours prior to their session time in order to verify their presentation or to upload a revised version to the computer network.

- All presentations should be prepared for PowerPoint 2013/2016 on Windows–based PCs in 16:9 format – widescreen format.

- Use of individual laptop computers is not permitted. Please note that the "Presenter View" is not available. If you need your notes, please bring them on paper.

- PowerPoint for MAC files should be tested on a PC before attending the event.

- Keynote for MAC will not be accepted, it must be exported to PowerPoint.

- **VIDEOS** : Your videos must be embedded in the presentation (only possible on PowerPoint 2016). If you have videos that you would like to include that are not embedded, please come to the Preview room and our staff will be able to assist you with any video type.

- Please proceed to your meeting room 5 minutes before session start time in order to introduce yourself to the session chair(s) and to familiarize yourself with the set–up.

- We are on a tight schedule. Please make sure to adhere to your allotted speaking time !

2. BETWEEN APRIL 10 TO MAY 1, 2019 : UPLOAD YOUR PRESENTATION !

We request that all speakers submit their presentation in advance to the CIRTA 2019 Management System. Pre–upload will be available between April 10 to May 1, 2019. To upload your presentation, please follow the instructions below :

Step 1: please log into the account we have created for you (details below)
http://cirta2019.org/
username: [email address]
password: [password]
Step 2 : Click on the "My Lectures" Icon. You will see a list of all your presentations.
Step 3 : Click on the "Upload PPT" button of the presentation you would like to upload.
Step 4 : Click on the "Upload New Files" and "Add Files". Themaximum file size is250 MB. Accepted file formats are .ppt, .pptx. Click "Upload" once you have completed adding all your files. You will see a progress bar on each file upload. Once the upload is complete, click on the "Close" button. When naming your file, please keep the length under 30 characters and do not include special symbols $ & + , / : ; = ? @ " < > # % { } / \ | ^ ~ [ ] ' as this will prevent your presentation from uploading through the submission website.

3. BEFORE YOUR DEPART

Backup
Please bring a copy of your presentation along with you when you depart for your meeting. Copy your PowerPoint and all movies to a folder on a USB flash drive. PowerPoint 2013/2016 will embed movies by default, however you should still bring the videos just in

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case. All prior versions of PowerPoint will not embed the movies. They must all be placed in the same folder as your PowerPoint. It is a good practice to keep a second copy of your presentation and your movies in your luggage.

4. AT THE CONGRESS

The Preview Room (see signage). Presenters **MUST** review their presentation in the Preview Room at least 2 hours prior to their scheduled Session. The Preview Room will be staffed with a technician that can assist with most compatibility or formatting issues.

Preview Room	Operation Hours
Wednesday, July 3	08:00 to 18:00
Thursday, July 4	07:30 to 18:00
Friday, July 5	07:30 to 18:00
Saturday, July 6	07:30 to 16:00

In the Session Room :

Please arrive at your session meeting room at least 5 minutes before the start of your **session**. Take time to familiarize yourself with the setup at the lectern and meet the session chair. Please use the mouse to point at information on your slides. This will ensure that viewers of your recorded presentation can easily follow your presentation. Laser pointers will not be available. All changes to your presentation(s) will need to be done in advance at the Preview room. The meeting room computers will only allow the display of your presentation without the possibility of making any edits. Therefore, no laptop or USB device from presenters will be accepted in the meeting rooms.

5. PREPARING YOUR PRESENTATION

Fonts: We only support fonts that are included with Windows 7/10. If you need a specialized font, it should be embedded into your PowerPoint presentation. For instructions on this process, please click on the following link: http://support.microsoft.com/kb/826832/en–us

6. CONSIDERATIONS FOR MAC USERS

Pictures: If you use a version of PowerPoint prior to 2008, please be sure any embedded pictures are not TIFF format. These images will not show up in Windows PowerPoint. With PowerPoint 2008 for the Mac, this is no longer an issue, and any inserted image will be compatible. To avoid issues we recommend inserting your images via the insert command not copy and pasting directly into the slide.

Movies: QuicktimePro 7 can natively export MOV, DV, QT, or MP4 files as Cinepack codec AVI files. While the resulting file is Windows compatible, there are add on products to Quicktime that will give a better results. Divx offers a plug–in for Quicktime 7 Pro that will convert all Quicktime movie formats to Windows compatible divx AVI files.

It is available at the following website: http://www.divx.com/en/products/software/mac/divx–pro If you cannot convert the files or have a considerable number of files, please check with a technician in the Preview Room who can make arrangements to convert the videos, or at the Society's discretion, confirm you will be allowed to present from your own laptop.

Keynote Users: Keynote will not be accepted since it cannot be played back on PC. Please export your presentation as a PowerPoint.