



Annual European Congress of Rheumatology

IFEMA, Madrid, Spain, 14 - 17 June 2017

AUDIO-VISUAL EQUIPMENT FOR SPEAKERS

Dear Speaker,

With reference to the forthcoming EULAR 2017 Madrid congress, please note that - as for previous EULAR congresses - the following audio-visual material will be available for your presentation:

- Single PowerPoint® projection (see below for standard configuration)

Please note that **only single projection** will be available.

FORMAT

The standard format of your PowerPoint® slides should be:

- Orientation: Landscape format
- Slide size: Widescreen 16:9

SPEAKERS PREVIEW ROOM

All speakers and presenters are required to check in their presentation at the Speakers Preview Room **at least two hours before their session**, or on the day before for the early morning sessions.

The PowerPoint® presentation will be checked by the congress technical staff and prepared for the lecture.

The Speakers' Preview Room is located in the Business Centre on the mezzanine floor (between hall 5 and hall 7) and is open at the following hours:

Wednesday	14 June 2017	08:00 - 20:00
Thursday	15 June 2017	08:00 - 19:00
Friday	16 June 2017	08:00 - 19:00
Saturday	17 June 2017	08:00 - 14:30

CONFERENCE ROOM EQUIPMENT

The Speakers Preview Room and the conference rooms will be fully equipped with computers supporting Microsoft PowerPoint® including all video codecs.

Computers will be equipped as follows:

- Microsoft Windows 7 with Microsoft Office 2013®

Therefore, when preparing an electronic presentation, **please make sure that it is fully compatible with above mentioned standards. The organisers cannot be held responsible if a presentation fails to run because these standards were not observed.**

Please do not hesitate to contact us for any further information you may require.

We are looking forward to welcoming you in Madrid next June.

Your EULAR Team
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