

EAPC 2019

16th World Congress of the European Association for Palliative Care

Global palliative care – shaping the future

23 – 25 May 2019 | Berlin, Germany



TECHNICAL INFORMATION REGARDING YOUR LECTURE

We are in the final run up to the **16th World Congress of the European Association for Palliative Care** and are looking forward to a successful congress with an outstanding scientific programme.

Please check the online programme planner for the timeslot and room of your presentation, using the search function: <http://www.professionalabstracts.com/eapc2019/iplanner/>

Please note: If your presentation is scheduled in one of the following rooms, please note that there is **no presentation laptop available**. If you are planning to give a lecture including a powerpoint presentation, **please bring your own laptop**. Presentations given in these rooms **do not need to be uploaded at the Media Check**, as the rooms are not connected to the presentation network. **This does not apply to “Meet the Expert” Sessions in the morning as these do not include any powerpoint presentations.**

This applies to the following rooms:

- **Estrel C1-C4**
- **Room 4 and 5**

All special requirements and exceptions that have already been individually discussed with Interplan or the scientific secretariat will be arranged for.

For all other rooms (*Plenary Hall, Convention Hall I C/D, Hall Europa, Room 1-3, Estrel A/B, Room Paris*) **please follow these technical guidelines:**

Instruction for Speakers

All presentations must be uploaded at the Media Check room at least 60 minutes before the start of your session.

Also, please note that it is not possible to upload your presentation directly in the session room or to use your own laptop. All presentations have to be checked and uploaded at the Media Check room. Our competent technical staff will be at your disposal.

While preparing your presentation for a data-projection via PC we may kindly ask you to consider the following guidelines:

- All presentations must be submitted as Windows compatible PowerPoint files on PC-readable CDs, DVDs, external disk drives, USB sticks or memory sticks at the media-check at least 60 minutes prior to the start of the session.
- To avoid certain incompatibilities between Powerpoint for Mac and Powerpoint for Windows only images in JPG- or PNG-format should be used in the presentation.
- Presentations should be set for a page size of 25,4 cm x 14,288 cm (screen presentation with an aspect ratio of 16:9) to avoid distortions.
- If fonts are used in a presentation that are not – by default – available in Windows or Powerpoint the varying fonts must be included in the presentation or enclosed as separate files for installation.
- Please note that Powerpoint does not integrate video files into a presentation until version 2010, the file extension is 'pptx'. It is recommended to carry each video as a separate file.

For further information:

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Opening Hours of the Media Check (Room Straßburg)

Wednesday, 22 May 2019	13:30 – 20:00
Thursday, 23 May 2019	07:00 – 18:00
Friday, 24 May 2019	07:15 – 18:00
Saturday, 25 May 2019	07:15 – 11:30

The facilities in the Media Check will provide the possibility of:

- uploading your PowerPoint presentation for the assigned session / room
- reviewing your PowerPoint presentation
- last minute changes to your PowerPoint presentation
- support by technical staff

Congress Language

English

Disclosure of Potential Conflict of Interest

The Congress requires that all presenting participants disclose their potential conflicts of interest at the start of their oral presentation. Please take into consideration all potential conflicts of interest during the past 3-5 years.

We kindly ask you to follow the instructions in order to guarantee a smooth process onsite.

In case of any further questions please do not hesitate to contact us.

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