Instructions for Speakers and Moderators

INSTRUCTIONS FOR SPEAKERS WITH PRESENTATION SLIDES:

- You are requested to upload your presentation file at the **Speakers Ready Desk (inside the Plenary Hall) no later than 2 hours before the start of your session**. You do not need to send your presentation via email in advance.
- Please bring your presentation file on a **memory USB drive or on an external hard disk**.
- Please refer to the Program for the exact timing of your session.

TECHNICAL SPECIFICATIONS:

- Ratio: Aspect ratio of your presentation should be 16:9.
- File name: The name of the presentation file should include the presenter's name and the presentation title. To avoid any compatibility problems, please do not use special characters (e.g. «, Ö, Ø, ñ, ε, ®, ý, }, { etc.) to name your presentation.
- Format: Presentation files will be accepted in **Microsoft Office PowerPoint format only**. Macintosh presentations cannot be accommodated. It is strongly recommended to test all files created with Microsoft Office (for Mac) at the Speakers' Ready Desk several hours before your presentation starts.
- Saving files: The presentation has to be saved on a USB flash drive or an external hard-disk. **Please note there is no facility to use your own computer for delivering a presentation.**
- **Presenter mode will not be available** during your presentation. Please print your notes in advance or come

to the Registration desk and we will print them for you.

- Please note that macros should not be used, and flash-animations and Prezi Presentations are not supported.
- If you wish to add video to your Power Point presentation, please make sure to check it in the session hall during a coffee or lunch break prior to your session, at least 1 hour before the start of the session.

Note: it is the presenter's responsibility to follow all copyright and fair use guidelines.

INSTRUCTIONS FOR MODERATORS:

As a session moderator, you are responsible for the time management of the presentations within your session, and for the facilitation of the panel discussion.

- Plan to arrive at your session at least 10 minutes before the start time.
- Invite the speakers from your session to take their designated seats on the stage and introduce them.
- Introduce yourself to the audience, giving the name of the session and asking people to take their seats quickly.
- Assure no disturbances.
- At the end of the session, kindly thank the presenters and the audience for their participation.
- Be prepared for the unexpected. Have questions prepared for the speakers.

The BOOM Summit 2024 team thanks you for your important contribution to the event's success!