INFORMATION FOR PRESENTERS

The role of the Chairperson is to monitor speaking and discussion time and to lead the discussions. Chairpersons also control the switch between presentations.

All speakers must submit their presentation in the Speakers' Ready Room, on the Ground Level of the venue, at least 2 hours before the start of their session in order to check their slides with the technical staff and to upload the presentation onto the network.

The opening hours of the Speakers' Ready Room are as follows:

Saturday 2 July: 08:00 – 19:30
Sunday 3 July: 07:30 – 19:00
Monday 4 July: 08:00 - 19:30
Tuesday 5 July: 08:00 – 19:00
Wednesday 6 July: 08:00 – 14:00

Speakers can upload their presentations already at the beginning of the Forum and do not need to wait until the day of presentation. Speakers in morning sessions are strongly advised to pre-load their presentation the day before.

Modification of the presentation is possible at any time prior to the session in the Speakers' Ready Room.

Data presentation:

If using a PowerPoint presentation (or any other PC based application), please note you need to bring it on a USB Memory stick and load it on one of the Conference computers in the Speakers' Ready Room at least 1 hour before the start of the session.

Please note that the conference computers in the session halls are being supplied with Office 2013.

If combining video films with PowerPoint, please make sure to check it in the session hall where your lecture is taking place during a coffee or lunch break prior to your session, at least 30 minutes before the start of the session - **even after checking it in the Speakers' Ready Room**.

Alternatively you may supply your own laptop computer. In such a case please confirm that it has a VGA socket for external signal and come to check it first in the Speakers' Ready Room as soon as you arrive and later on in the session hall where your lecture is taking place during the coffee or lunch break prior to your session, at least 30 minutes before the start of the session.

Important note for Macintosh users

In order to use MAC presentations on a PC compatible computer please note that you need to prepare it according to the instructions below, before bringing it to the Speakers' Ready Room:

1. Use a common font, such as Arial, Times New Roman, Verdana etc. (special fonts might be changed to a default font on a PowerPoint based PC).

2. Insert pictures as JPG files (and not TIF, PNG or PICT - these images will not be visible on a PowerPoint based PC).

Alternatively you may use your own Macintosh laptop computer. In such a case please confirm you provide it with a VGA adaptor for external signal, advise the operators in the Speakers' Ready Room about it as soon as you arrive and later on test it in the session hall where your lecture is taking place during the coffee or lunch break prior to your session, at least 30 minutes before the start of the session.

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Hosted by the Danish Society for Neuroscience

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