



SPEAKER GUIDELINES

The authors of the e-posters are required to send their PPT presentation by email at the following address: m.galli@clq-group.com by no later than **22nd November 2018**. After the deadline, authors can upload their presentations on-site on the preview room. It is highly recommended to bring also a copy of the poster file on a USB flash drive or an external hard drive.

Poster file format

- PC users
 - E-Poster requirements: at most 3 pages, created in Power Point, **4/3 format, landscape orientation** (select Page Setup from the Design tab).
 - Office 2016 is recommended or an earlier version. - Save under .pptx format for a better compatibility.
 - The **image and video** files need to be embedded into the poster using the Power Point **Insert** function. **Set the video(s) to play automatically.**

- Mac users
 - E-Poster requirements: at most 3 pages, created in Power Point, **4/3 format, landscape orientation** (select Page Setup from the File tab).
 - PowerPoint 2016 is recommended or an earlier version.
 - Save under .pptx format for a better compatibility.
 - The **image and video** files need to be embedded into the poster using the Power Point **Insert** function. **Set the video(s) to play.**

E-posters area

Plasma screens will be placed in the e-Posters area.

E-POSTERS Confidentiality

The e-Posters are stored and kept only during the congress. All the data will be deleted from the computers after the event, unless there is a specific authorization from the organizer or from each poster's author mentioning otherwise.