Technical information for WTC2009 speakers and poster presenters

Instruction for speakers

We would like to ask our speakers to send their ppt presentation files to the Organising Secretariat by email, addressed to **diamond@diamond-congress.hu** **NOT LATER than 21 May**. This may enable you to avoid unnecessary queuing in the file upload room. The file should be named according to the following template "lecturecode_lastname.ppt" (e.g. O-01-01_Smith.ppt). Your file will be given to the technician of the congress centre. In case of big size files, please use one of the large file sender programmes (yousendit.com or mammutmail.com).

If you do not know your lecture code, please check the detailed programme.
http://www.wtc2009.org/binx/Detailed_program.pdf

Authors are kindly requested to give their presentation file to the technicians in the file upload room (Bizet Hall), preferably a half day before the beginning of the corresponding session. This is necessary of course only in case the file is not sent to us until 21 May. The file upload room will be at speakers' disposal from Sunday afternoon until Wednesday afternoon during the normal working hours of the congress.

The file will be copied to a central ftp server from where the projection is handled. The name of the file should be that of the "lecturecode_lastname" e.g. O-01-01_Smith.ppt. The file will be copied to the appropriate directory of the lecture room by the technicians.

Power Point software will be installed on all the computers. Preferred file format is in PPT for MS Office (Office XP, Office 2003 or 2007 etc.). Please, do not use MAC file format, if possible. If you edited your presentation in a MAC, you are advised to have a pdf version with you, as pdf versions can be projected without any problem. Make sure to bring your presentation file written on a properly closed CD ROM, or USB pen drive. It is recommended that you ensure a backup file as well. There will be technicians in the file upload room as well as in the lecture rooms to assist you with your presentation.

Optimal conditions of presentation files:

- **Presentation file:** Microsoft Powerpoint
- **Resolution:** 1024*768 XGA
- **In your slides:** Do not use letters smaller than 12 pt.
- If you use **animations** please embed them, if it is a special animation send the codec also and bring all the files on a CD to the Congress.
- If you have a **Macintosh computer**, it can be plugged in having a conventional, 15-pin socket. If your computer does not have this connection, please bring an appropriate converter with you.

Software installed on presentation laptops:

- Windows XP Professional service pack 3
- Office 2003 service pack 3 + compatibility pack or office 2007 service pack 1
- Acrobat Reader 9
- VLC player 0.9.8
- K-Lite
- Codec pack 4.7.5 full
- Media Player 11
- Java 13

Speakers should be aware of the time limit of 15 minutes, devoted to session talks, and kindly asked to hold the time of their presentations.
Time for questions and answers will be devoted before the end of each session. Participants may write their questions on a paper and hand it over to the hostess that will be on duty in each lecture hall. Please note that the first row of seats will be reserved for speakers.

Instruction for poster presenters

The useful area of the poster board is 90 cm at width and 125 cm at height. The recommended size for your poster is about the standing A/0 standard (cca. 84 x 119 cm). Pins are to be provided to fix the posters. Posters will be identified by posters numbers, which are printed in the programme booklet and proceedings book. Poster presenters are kindly requested to hang up and remove their posters according to the following schedule. **If you do not remember your poster number please find here the list of posters. http://www.wtc2009.org/binx/poster.pdf**

POSTER SESSION I.
From Monday morning (25 May) until Tuesday lunch break (26 May)
Posters of the following topics can be viewed: Topic number 1-6, (P-01-01 – P-06-20)
Poster presenters can mount their posters from Sunday afternoon (24 May) and should remove them latest by Tuesday noon (26 May).

POSTER SESSION II.
From Tuesday afternoon (26 May) until Wednesday evening (27 May)
Posters of the following topics can be viewed: Topic number 7-12, (P-07-01 – P-12-14)
Poster presenters can mount their posters from Tuesday lunch time (26 May) and should remove them latest by Wednesday evening (27 May).

As there is no organised attended poster session, we will ensure an electronic message board with two message sending points to post messages to each other. Thereby we intend to facilitate a more intense communication of poster presenters and attendees to fix appointments for poster discussion. Certainly the conventional way is also an option, presenters may prepare en envelope for visit cards as well.

Please be informed that we have introduced a chargeable service (35 €) for your convenience. We hereby offer you the possibility to print your poster locally, so that you do not have to be bothered with the production and transportation of your poster. **Please check our poster printing option.**
http://www.wtc2009.org/055posterprint.htm