



DELTA IN TIMES OF CLIMATE CHANGE II

INTERNATIONAL CONFERENCE

OPPORTUNITIES FOR PEOPLE, SCIENCE, CITIES AND BUSINESS
ROTTERDAM THE NETHERLANDS, 24 – 26 SEPTEMBER 2014

Instructions for Oral Presentations

Check in at the Speaker Service Center at least **1 hour before presentation time** to check your slides, to copy your presentation onto the network and to check the demo of your presentation with the technical staff. Your presentation will automatically be forwarded to the appropriate meeting room. Your presentation will be made available on our website (as pdf).

Speaker Service Center (SSC)

The Speaker Service Center (SSC) is located in the Captain's Lounge, on the first floor of the conference centre. The opening hours of the SSC are:

| | |
|-------------------------|-------------|
| Wednesday, 24 September | 08.30-18.00 |
| Thursday, 25 September | 08.30-18.00 |
| Friday, 26 September | 08.30-11.00 |

Rules & regulations for oral presentations:

1. When preparing your PowerPoint presentation please bear in mind;
 - o Only PowerPoint presentations made in Microsoft Office 2010 or earlier versions can be accepted
 - o Presentations will be projected in a resolution of 1024 x 768 pixels. All video/data projectors (beamers) at the congress can visualize this resolution without a problem.
The Oscar auditorium is able to project 16:9 wide screen 1280/768
 - o All movies and hyperlinks used in a presentation should be set to start **automatically**, as it is NOT possible to click on a movie when using E!Presenter.
 - o Use standard Windows fonts only, .24 font sizes can be read easily.
 - o the following codec's will be available for use;
 - Integrated audio files such as mp3 or wav.
 - AVI and MPEG movies, integrated in a PowerPoint presentation, using the following codec's:
 - o XviD Version 1.3
 - o DIVX H264 8.2
 - o 3ivX Pro [Version D4 4.5.1]
 - o Ligos Indeo XP
 - o MS MPEG-4 [version 4.1.0.3927]
 - o MPEG-4 Low and Fast motion [version 4.1.0.3927]
 - o Ligos MPEG-2 decoder [version 4.0.0.77]
 - o Cyberlink MPEG-2 decoder [version 8.4]
 - o MainConcept MPEG-2 decoder [version 1.0.0.78]
 - o QuickTime codecs [version 7.6.9]
 - o Windows Media Player 99
 - Should embedded movies in a presentation not work, they will be converted at the SRR to a PowerPoint compatible format, with the ProCoder® video program.
2. MAC users should check in early at the SRR to convert their presentation into a pc format.
3. Use of your own laptop is exclusively for copying the presentation onto the network.
4. The use of your **own laptop** during your presentation **is prohibited**.
5. Single-, double slide and overhead projections will NOT be offered

Technical Assistance

During the sessions, a technical assistance is present in all meeting rooms to give instructions on the system and in order to check the presentation is projected correctly on the screen.