



## Technical Guidelines for Speakers

### TECHNICAL PREVIEW ROOM

The facilities in the Speaker rehearsal room will provide the possibility of:

- reviewing your PowerPoint presentation
- last minute alterations of your PowerPoint presentation
- expert advice by the technical staff

To enable the staff to handle the technical aspects in an adequate way the presentations should be prepared according to the guidelines below. It is essential that:

- the right format is used
- the presentation is to be handed in on time at the speaker rehearsal room: **24-hours before your presentation**

The speaker rehearsal room is located in room 315 on the 3<sup>rd</sup> floor of the COEX conference centre. Please check the map of the venue in the final programme and the signs for the exact location.

#### Opening hours for the speaker rehearsal room:

Saturday August 20	07.30 – 17.30 hours
Sunday August 21	07.30 – 17.30 hours
Monday August 22	07.30 – 17.30 hours
Tuesday August 23	07.30 – 17.30 hours
Wednesday August 24	07.30 – 17.30 hours
Thursday August 25	07.30 – 14.00 hours

### SESSION ROOMS

Each session room is equipped with:

- lectern with microphone
- clip-on microphone
- data projection for PowerPoint presentations
- laser pointer
- laptop

Please note that there is **NO** internet, overhead projector or slide projector in any of the rooms. Should you have problems preparing a PowerPoint presentation, please go to the speaker rehearsal room and they can assist you.

### PRESENTATION

At home:

1. Prepare your PowerPoint presentation according to the guidelines and save it on a disk, CD-ROM or USB stick. Label the materials with your name, session name, session date and presentation name.
2. Should your presentation be interpreted, prepare a copy of what you plan to say.



## Technical Guidelines for Speakers at the 72<sup>nd</sup> IFLA World Library and Information Congress Seoul, 2006

At the congress:

1. Pick-up your registration materials.
2. Check in at the speaker rehearsal room 24 hours before your presentation. **The organisers cannot guarantee projection of presentations handed in later than 24 hours prior to the session!**
3. Test your audio-visual presentation in the speaker rehearsal room the day before your session
4. Be at the session room 10 minutes before the session starts to meet the chair.
5. All presentations of that session will be brought to the room and saved to the laptop by congress staff. The laptop will either be on the lectern or at the technician booth. If the laptop is at the technician booth, you can press a button for the next slide and the technician will do so.
6. Familiarise yourself with the equipment. Congress staff is present to assist you.

### GUIDELINES

All presentations will be presented at a resolution of 1024 by 768 pixels on a HP PC with Windows XP and PowerPoint 2003.

- Your presentation should be prepared in **PowerPoint 97 or higher.**
- Preferred page set-up is landscape orientation (portrait orientation will not be displayed properly)
- Use high-contrast lettering and a readable fonts – minimum font size = 24
- Use high-contrast colours: light text on dark background or vice versa
- A maximum of 7 lines/slide and 5 words/line will improve the communication value of your slide
- If your presentation uses movies, excel tables or not standard fonts and you are working in Office 2000 or higher then you can use the function Pack and Go to include all this in one file. You then have to copy two files (pngsetup.exe and <"name".ppz> ) to the CD or USB-stick. You find the function in PowerPoint under the File menu.

#### Transitions:

- Please **don't use timer-controlled transitions.** Timer controlled transitions are transitions that will switch to the next slide after x seconds or minutes.

#### Pictures:

- Resolution of pictures between 72 and 144 DPI is more than sufficient.
- Save the picture you want to use as a JPG and set compression/quality to medium or high.
- **Do NOT save the picture as BMP or TIFF (size is too big)**
- Save the pictures used in your presentation on your CD, disk or USB-stick.  
(*In case of problems we can re-insert the original pictures*)

#### Video (to be used in the PowerPoint and not VHS tapes):

- Limit the size of your video to 50 Mb. Otherwise the video will not show up smoothly.
- **MPG or AVI is the only acceptable video format**
- When using videos in (Apple) Quicktime : convert them to MPG or AVI before inserting the video in your presentation
- Save the videos used in your presentation on your CD, disk or USB-stick.  
(*In case of problems we can re-insert the original videos*)

#### DVD:

- These can be used but please do check compatibility at the speaker rehearsal room.



**72<sup>nd</sup> IFLA World Library and Information Congress  
Seoul, 2006**

**HTML:**

- If you use hyperlinks to websites in your presentations, please download the website to your CD, disk or USB-stick. Try to avoid too many different folders on the CD.

**Graphics:**

- Save the graphics or spreadsheets (Excel) used in your presentation on your CD, disk or USB-stick.  
*(In case of problems we can re-insert the original graphics or spreadsheets)*

**Fonts:**

- Try to avoid use of non Standard Windows fonts.
- If you are using specific, non Standard Windows fonts (or if you are using Apple fonts not known on Standard Windows) then: include the fonts you have used on your CD, disk or your USB-stick.

**Apple:**

- Please give your filename an extension ".PPT".
- Check your presentation on a Windows (preferably WinXP) machine before you bring it to the conference. This will avoid a lot of stress at the conference: you will not have to fix things that are not working after the conversion from Apple to Windows at the conference
- Always try the CD, disk or USB-stick on another PC before you bring it to the conference. And as always make an extra copy of your CD or USB-stick.

In order to prepare your presentation in best possible way, we kindly ask that you read the instructions and guidelines below carefully.

**In case you have a question or remark, please feel free to contact us:**

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