

On-site Instructions for Speakers and Oral Presenters

Thank you for presenting at the 12th International Mycological Congress.

This page is designed to prepare you for your oral presentation at IMC12. Please visit the page regularly for updates on technical requirements, deadlines and general information.

Who are these guidelines for?

- Invited speakers
- Presenting authors of abstracts selected for oral presentations

All Invited Speakers and Oral Presenters must check in with their presentation on a USB Memory stick with the technician at the Speakers' Ready Room.

Please make sure that your PowerPoint presentation is in Widescreen (16:9).

Speaker's Ready Room Hours (located in room London 0.1, Ground level):

Sunday, 11 August	15:00 -18:30
Monday, 12 August	07:30 – 19:30
Tuesday, 13 August	07:30 – 20:00
Wednesday, 14 August	07:30 – 17:30
Thursday, 15 August	07:30 – 18:00

Speakers and Oral Presenters of Pre-Congress Sessions

- If you are a presenter on Sunday, 11 August, in a Pre-Congress Session, and the Speaker's Ready Room is not open yet, Please make sure to email your presentations by Tuesday, 6 August, to imc12@kenes.com.
- Additionally, please bring your presentation on a USB stick to the hall for any technical issues.
- Please arrive at the symposium venue at least 30 minutes before the start time.

Presentation Layout and Ratio

- **Format:** Your presentation should be prepared in .PPT or .PPTX format.
- **Ratio:** Please note that the congress computers in the session halls are supplied with Office 2019 (at least) and the native ratio of the projection on the screens in the halls is 16:9.

Onsite Presentation Slides Upload

- Please note that your slides must be finalized and ready by the day of your session.
- To upload your presentation, you must bring your slides to the **Speakers' Ready Room** on a USB stick as soon as you arrive at the venue, the day prior to your presentation, or in the morning of your presentation – at least 2 hours before the start of the session.
- If you include video clips in your PowerPoint presentation, be sure to test it with the technician in the Speakers' Ready Room at least 2 hours before the start of the session or as soon as you arrive at the venue in the morning. Please make sure to check it with the technician 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.

Important for MAC users:

To use MAC presentations on a PC compatible computer, please note that you need to prepare your presentation according to the instructions below, before taking it to the Speakers' Ready Room:

- Convert it to PowerPoint or PDF.
- Use a common font, such as Arial, Times New Roman, Verdana etc. (Special characters might be changed to a default font on a PowerPoint-based PC).
- Insert the images as JPG. The following file types will NOT be visible on a PowerPoint based PC – TIF, PNG or PICT.

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Please contact imc_abstracts@kenes.com if you need any assistance.