

49th
ECLSO

European Contact Lens and
Ocular Surface Congress

EUROPEAN CONGRESS
ON MYOPIA CONTROL

2 - 3
September
2022

Novotel Tour Eiffel

Paris - France



TECHNICAL DETAILS AND PROCEDURE

The conference room will be equipped by our care with a computer and a video projector. All presentations will be centralised on the official server located in the preview area.

The preview area will be located in the Plenary room.

All speakers will be kindly asked to load their presentations in the preview area prior to their intervention.

PROCEDURE

After having withdrawn your badge, we kindly ask you to **proceed to the Preview room**, where you will be able to upload and test your presentation(s).

It will be then sent directly to the laptop PC present on the lectern you will use to give your talk.

We ask you to present yourself in the Preview area the day before your conference or at least 1 hour before the beginning of your session.

If your presentation is already finalized, if the size of your file permits it, you will be welcome to send it in advance by email to scientific-eclso@europa-organisation.com

YOUR PRESENTATION

Only presentations for PC's with 16/9 Powerpoint type will be accepted (2010 to 2013)(* .PPT and *.PPTX)

If you have made your presentation on PowerPoint Mac, please note that this one will be projected from PC computers. We recommend you to test prior your presentation on Windows configuration.

To avoid problems of compatibility between PC's and MAC, please use common fonts to both PC's and MAC (Arial, Courier, Courier New, Geneva, Georgia, Helvetica, Times, Times New Roman).

For presentation created under Office Mac PowerPoint 2004, do not forget to add .ppt extension to your file when saving it (ex: myfile.ppt).

If you have pictures, they must be under the format .jpg.

Your pictures resolution must not surpass 1024 to 768 pixels (width per height).

If you have video files attached to your PowerPoint presentation, they must be in the following format:

.wmv, .mov, .mp4, .fla, .mpeg, .mpg, .mpe, .zub, .avi*

*.avi videos must be encoded to XVID, DivX (version <6), Indeo or Cinepak

When saving your final presentation on your USB stick or external hard drive, do not forget to make sure to include your video files in addition to your Power Point presentation.



No limit for the global size of your file.

Qualified personnel will be at your disposal to help you in the preview room.

CONFERENCE ROOM

It is not necessary to bring your laptop since it must not be used in the conference room.

Your presentation will be sent directly in your conference room by computer network.

The laptop PC present on the lectern you will use to give your talk will not be connected to Internet.

Few minutes before your presentation, speakers will be listed on the computer screen, installed on the desk. You just have to click on your name to launch your slide. PC will be configured and connected to the video projector.

Click on the mouse or push the directional arrows of the keyboard to pass on your slides as usual.

We remind you that speaking times are strictly limited to respect the program.

ANY QUESTIONS?

If you have any comments or questions about the technical procedure, please contact technical support by email: scientific-eclso@europa-organisation.com

Your request will be forwarded to the technical manager who will assist you onsite.

In case you do not plan to use a PowerPoint presentation, we would be very grateful if you could keep us informed by sending an email to scientific-eclso@europa-organisation.com