How to upload presentations:

Place: Upload Room, Alfândega Congress Centre, 2nd floor (see it on the map in the programme or online in the conference practical information page)

Uploading time: Presentation files must be uploaded **at least 3 hours prior to the beginning of the session**. In case of **early morning sessions**, please upload your presentation **1 hour prior to the beginning of the session or, preferentially, the day before.**

Support: There will be 3 technicians in the upload room ready to help if there are technical issues with the presentations.

How it works: All presentations will be saved on the computers in the upload room and transferred to the session rooms.

Computers will be equipped with Microsoft Windows 7 Professional and Microsoft Office 2013 Standard.

File name: Please name the file in the following way: **RoomName_Date_Time_Speaker**
*E.g. Room1_15June_1200-1330_Silva.pp*t

Don't forget: When submitting your presentation, please have the information about your session room and session title ready to speed up the process.

Technical requirements:

Format: Presentation files will be accepted in MS PowerPoint (.pptx or .ppsx) or .pdf format only.

Media: The presentation has to be saved on a USB storage device.

Audio & movies: Place all audio and movie files linked with the presentation into a single file folder when transferring the presentation from your hard disk to your USB sticks.

Video formats: To avoid problems with movies within PowerPoint it is recommended to use MPEG-1 or MPEG-2 movies. Quicktime movies (.mov) or AVI-movies cannot be guaranteed to work.

Fonts: Do not use special fonts which are not part of the standard PowerPoint package, as this will not display correctly.

Special characters: To avoid any compatibility problems, please do not use special characters (e.g. «, Ö, Ø, ñ, ε,®, ý, }, { etc) to name your presentation or movie files.

Due to space and time limitation at the upload room, presentations must be prepared and edited before submission.