

PUSHING BUN DARIES

2019 Ecsite Conference

The European science engagement conference
Copenhagen, Denmark
6 - 8 June
#Ecsite2019



Uploading presentations needed in sessions and workshops:

Who	The session convenor
Where	"Upload room", Room #1.11 (see maps available in your printed programme or at the venue)
When	Presentations must be uploaded at least 3 hours prior to the beginning of the session . In case of early morning sessions, please upload 1 hour prior to the beginning of the session or, preferentially, the day before.
Support	There will always be an available technician in the upload room. They are ready to help if there are technical issues with the presentation files.
How it works	All presentations will be copied to a central server from where it will be available to the computer in the session rooms. All computers will be installed with Windows 10 and Office 365.
File names	Please name the file following this template: Date_RoomNumber_Time_Convenor , e.g. <i>2019-06-05_1.13_1200-1330_Simon.ppt</i>
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 PowerPoint or PDF-format <i>only</i> . Please keep your presentation files in 16:9 aspect ratio .
Media	Please bring your presentation on a USB storage device when visiting the Upload Room.
Audio & movies	Place all linked media files alongside the presentation in a single folder when transferring your presentation to the USB Storage device.
Video formats	When embedding video files, please use MPEG1 or MPEG2 movies only . Quicktime, AVI or other formats cannot be guaranteed to work.
Fonts	Do not use special fonts which are not part of the standard PowerPoint package when preparing your presentation.
Special characters	To avoid problems in the transfer to our server, please refrain from using special characters in the naming of your file (e.g. «, ç, å, ÿ etc.)

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