

# 38<sup>th</sup> European Immunogenetics & Histocompatibility Conference

Immunogenetics → Science and Clinical Applications → **The Way Ahead**

14–17 May 2025, Prague, Czech Republic  
Prague Congress Centre



## INSTRUCTIONS FOR ORAL PRESENTATION

### PREPARING YOUR PRESENTATION

Please prepare your presentation in 16:9 format (screen is in format ratio 16:9). We recommend to save your PowerPoint presentation using PPT(X) format.

#### PowerPoint instructions

All session halls are equipped with standard PowerPoint presentation facilities.

**Your presentation must be submitted to the “Session Room” at least 1 hour before the beginning of your session.** A technician is available in every session room to provide assistance when needed. Due to the online presentation system, all speakers are kindly requested to use the provided PC onsite. **Please be present in the session room 15 minutes before the start of your session and follow the instructions from the Chairs and/or technician.**

#### General Information

Please use the **Microsoft PowerPoint\*** (\*.ppt) or (\*.pptx), or **Adobe Acrobat Reader** (.pdf) to guarantee they will open successfully on an on-site PC.

We recommend you save your PowerPoint presentation using PPT(X).

Please note that we cannot guarantee the quality of MacIntosh-based presentations, please check in advance (2 hours before your session starts) their Windows compatibility.

Please prepare your presentation in 16:9 format (screens are in 16:9 aspect).

#### PRESENTATION LENGTH, if not scheduled otherwise:

<b>Plenary Sessions</b>	30 minutes incl. Q&A (please allow 5 minutes)
<b>Special Sessions</b>	30 minutes incl. Q&A (please allow 5 minutes)
<b>Teaching Sessions</b>	30 minutes incl. Q&A (please allow 5 minutes)
<b>Abstract Sessions</b>	10 minutes incl. Q&A (please allow 2 minutes)

#### Pictures/Videos

JPG images are the preferred file format for inserted images. GIF, TIF, or BMP formats will be accepted as well.

Images inserted into PowerPoint are embedded into the presentations. Images that are created at a dpi setting higher than 200 dpi are not necessary and will only increase the file size of your presentation. Try to avoid overloading your presentation with unnecessary images.

If you have any videos in your presentation, please test them with the on-site PC several hours before your presentation. Generally, the MPEG-1 and AVI formats should work with no difficulties. Video inserted into MS PowerPoint 2010 and higher versions are embedded into the presentations.

## How to save your presentation

Please save your presentation on one of the following discs or mediums: an external portable hard drive – USB flash disc.

Save all files associated with your presentation (PowerPoint file, movie/video files, etc.) to one folder/location.

If you present more than one presentation during the event, save each one to a separate folder and name it clearly with the presentation code to avoid onsite misunderstandings and problems.

Always make a backup copy of your presentation and save it on a different portable disc or medium than the original presentation.

## SPEAKERS' READY ROOM

All session halls are equipped with standard PowerPoint presentation facilities. All presentations will be networked to the appropriate room "Speakers' Ready Room" (Room 2.1 located on the second floor of the venue).

All speakers are asked to submit their presentations to the speakers' Ready Room **at least 1 hour prior to the session** you present in. Early morning presentation; Please submit your presentation the day before.

We kindly ask you to hand in your presentation to the technical staff in the Speakers' Ready Room on-site via an external drive. While doing so, we encourage speakers to verify their presentation. This will ensure no formatting errors.

IT support will be available in all the conference rooms during live sessions. All speakers are kindly requested to use provided PC onsite. Please be present in the session room 15 minutes before the start of your session and follow the instructions from the Chairs and/or technician. During your presentation, a remote control will be available for controlling your presentation. Please observe the time allotted to you as you will not be permitted to speak for a longer time. At the end of the Conference, all presentations will be deleted from the presentation system and computers on-site.

### Opening Hours of the Speakers' Ready Room

<b>Monday, 14 May, 2025</b>	15:30–20:00
<b>Tuesday, 15 May, 2025</b>	07:30–18:00
<b>Wednesday, 16 May, 2025</b>	08:00–18:30
<b>Thursday, 17 May, 2025</b>	07:30–12:30

## OTHER INFORMATION

During your lecture you can use remote control for controlling your presentation.

Your own notebook will not be allowed to be used for presentation unless exceptionally scheduled.

All presentations will be deleted from all the PC used during the event.

We kindly ask all the speakers to keep the time of their presentations.

