



Instructions for Speakers

IMPORTANT INFORMATION FOR ALL SPEAKERS AND EVENT ORGANISERS PLEASE READ CAREFULLY

IUCN has chosen ACS, an experienced and professional company to manage the intake, distribution and showing of presentations during the Congress. They will run the Speaker Preview Room and its Services.

Short summary: All presentations must be brought to the Speaker Preview Room at least 3 hours before the presentation time (or the day prior when your workshop session is scheduled to start at 09h30). Here, qualified ACS technicians, supported by IUCN staff, will ensure that presentations are uploaded onto a single central software system and sent through a network to the correct room. An ACS touch-screen computer will be available in the session room, ready to display your presentation (PowerPoint, DVD, etc.). No presentation can be uploaded in the session room directly.

A step by step procedure:

- 1) At any time during the official hours of the Forum, but at least 3 hours before your presentation (or the day before when your workshop is scheduled to start at 09h30), you must go to the Speaker Preview Room (located on M1 floor). A qualified technician will help you to upload your presentation to the system and enable you to edit and rehearse your presentation.

You should bring your presentation on a USB key or CD / DVD-Rom. PowerPoint and DVD are the best formats. If you are an Apple Mac user there are a few tips that you may want to consider, you can find them at the end of this document.

Note: Speaker Preview Room Opening Times

- October 5: 15:00 – 20:00
- October 6 – 8: 08:00 – 20:00
- October 9: 08:00 – 16:00

- 2) You will need to fill in and sign the Speaker Presentation Release Form for each presentation uploaded.

Note: If you are submitting a presentation for someone else you must make sure that they personally complete and sign this form in advance.

- 3) Once your presentation is uploaded, you will have the opportunity to check and edit it. When you are ready your presentation will be sent through a central network to the specific room for your session.

At the Speaker Preview Room there will be a demonstration setup to instruct you how to work the system in the room and you have the possibility to get comfortable with the touch screen.

- 4) In each room, there will be an assistant and/or a technician to make sure that your presentation is ready, and help you if anything goes wrong. You will be able to start your presentation simply by clicking your name or presentation number on the touch screen. You will be able to change the slides yourself.

Note: It will not be possible to upload or edit a presentation on the computer in the session room. This is to prevent any corruption of files (virus). It will also not be possible to link your own laptop to the projector.

- 5) At the end of the Congress, all presentations will be deleted from the central computer, ensuring that your presentation can not be used by anyone else without your formal approval. IUCN will only keep copies of presentations and make these available according to information in the Speaker Presentation Release Form and when accepted by the Speaker.

Remember!

- Give yourself plenty of time! Upload and check your computer presentation in the Speaker Preview Room at least 3 hours before your session.
- It will not be possible to upload your presentation directly to a computer in the session room.
- Do not attempt to connect your laptop directly to the projector.
- Qualified technicians and assistants will be present in or near each room.
- Always make sure to bring a hard copy of your presentation as backup.
- Relax and concentrate on your talk.

Technical Tips !

PowerPoint presentations:

- If you use non standard PowerPoint or Windows fonts make sure you bring them along.
- Do not use links to presentations or media files on your own computer.
- Use 24 point font size to make text easily legible.
- Use high contrast colors between background and text.
- Use 4:3 ratio (landscape format).

Apple Macintosh Users:

Certain Mac media formats are not accepted by PowerPoint, like image files in the *.tiff format or movie files in the *.mov format. Also media files encoded with Quicktime may not run. Please convert them to *.jpg format for pictures and a Microsoft supported *.mpg or *.avi files for movie files. Apple Keynote or Adobe acrobat users can save there presentation to the *.jpg format and import it in Power Point.

Audio-Visual:

If you have additional media in your presentation like a short movie or sound fragments, include them in the PowerPoint file. If needed the ACS technicians can help you with this. Make sure to give yourself adequate time to do this in the Speaker Preview Room. Longer movies should be submitted in DVD format. Sound point pc or laptops are connected to sound systems to play sound when needed.

Presentation with Internet

Important: To avoid any possible virus affecting the whole speaker preview system, the PC provided in the room by IUCN to project your presentation during the Forum will NOT be linked to Internet. This is only applicable in the meeting rooms at the CCIB and not at the AC Barcelona Hotel (Learning Opportunities). Please note that this is a correction to erroneous information previously indicated on the Questions and Answers document available on the IUCN Website.

We strongly recommend inserting in your presentation the screen shots of what you would like to present (and avoid a live presentation). Alternatively, should you really need to connect to Internet during your presentation, this will only be possible by ordering/bringing the following at your own cost:

- bringing your own laptop or renting one additional PC at € 240.00 + VAT
- ordering a 512Kb Internet cable connection at € 584.40 + VAT to ensure constant signal.

Alternatively you can use the free wireless but the Congress Venue is warning that the connection may be affected by the number of users connected simultaneously

We do apologize for the inconvenience the previous incorrect information may have caused.