

40. KONGRES ČESKÉ NEFROLOGICKÉ SPOLEČNOSTI

s mezinárodní účastí | 12.–14. 6. 2024, Cubex Centrum Praha

General information for speakers

AV equipment in the main hall

- Screen (16:9 ratio)
- presenting PC
- projector
- timekeeper
- presenter (remote control)
- sound system
- microphones

PowerPoint Instructions

Due to the online presentation system, we ask all speakers to use the PC provided on site. Please arrive in the meeting room 15 minutes prior to the start of your presentation and follow the instructions of the chairperson and/or technician.

General information

- Please use Microsoft PowerPoint (.pptx) or Adobe Acrobat Reader (.pdf) to ensure successful opening on the on-site computer.
- We recommend that you save your PowerPoint presentation using PPT(X).
- Please note that we cannot guarantee the quality of presentations for Macintosh computers, so please check in advance (2 hours before the session) to ensure that they are compatible with Windows.
- Please prepare your presentation in 16:9 format (screens are 16:9).
- In general, MPEG-1 and AVI format should work without difficulty. Always embed videos directly into the presentation. If you have any videos in your presentation - test your presentation on your computer on site a few hours before the presentation. We recommend that you also have the videos stored on external storage (USB flash drive)

Additional information

- **You will not be allowed to use your own laptop for the presentation.**
- All presentations will be deleted from all computers used during the event.
- We ask all speakers to keep to the time of their presentations.

Uploading in "Speakers Ready Room"

How to save your presentation

- Save your presentation to one of the following drives or storage media:
 - USB flash drive
 - External portable HDD/SSD
- Save all files related to your presentation (PowerPoint file, movie files/videos, etc.) in one folder/location.

Sekretariát kongresu

GUARANT International spol. s r.o.

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+420 284 001 444, kongrescns2024@guarant.cz

www.kongrescns2024.cz



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- If you are presenting more than one presentation during the congress, save different presentations in different folders and clearly name them with the presentation code to avoid misunderstandings and problems on site.
- Always make a backup copy of the presentation and save it on a different portable drive or media than the original presentation.

How to submit a presentation on site

Please arrive at the Speakers' Ready Room at least 30 minutes before the start of the session with a USB drive/external portable HDD/SSD. If your presentation is scheduled for the morning session, please arrive at the meeting room one day before the day of your presentation.

The speakers ready room is located in Room D.

Opening hours of the Speakers Ready Room:

Day	Time
Wednesday, 12.6.2024	8:00 – 17:30
Thursday, 13.6.2024	7:00 – 18:00
Friday, 14.6.2024	7:00 – 14:30

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