



**Dear Presenter**

The organizing team again thanks you for contributing to this congress. For a smooth course of events we ask you for some details about your presentation.

## **GUIDELINES FOR EDITING YOUR PRESENTATION**

### ***A. Redaction***

The presentation should follow a normal format, ie: title, hypothesis, introduction, materials and methods, results, discussion, conclusion - and it is essential that the time limit is adhered to, so some of these areas of the presentation will be necessarily concise and brief.

### ***B. First slide and logos***

**Please ensure your first slide is a title slide stating your name, presentation title and affiliation.** If your lecture is being sponsored, you will be sent a sponsorship logo just before Congress to additionally include as the first slide of your presentation.

### ***C. Presentation name***

Please save your presentation with the time of your presentation, your family name and date of presentation as part of the file name. Please, use only “\_” between words in the file name.

e.g. **1430\_Smith\_Saturday.ppt.**

This will assist the technicians with the identification of presentations.

### ***D. Display resolution***

Please write your presentation with a display resolution of **1024 x 768 pixels (XGA).**

### ***E. Presentation software available***

You may build your presentation file either with **Microsoft Powerpoint** (running on Windows PC and Apple Macintosh) or **Keynote** (running on Apple Macintosh). All versions are supported but old versions will need to be carefully verified on place in the presentation preview room.

### ***F. Video***

If you have some video in your presentation, please use **Keynote or the last version of Powerpoint** (*Microsoft Office 2010 for Windows or Microsoft Office 2011 for Mac*)

## **GUIDELINES FOR UPLOADING YOUR PRESENTATION**

### ***A. Computers used on place for the presentations***

There will be two laptops (one PC Windows and one Apple Mac) in the presentation room and the same configuration in the presentation preview room.

### ***B. HOW and WHEN uploading ?***

There are different ways to upload your presentation file. We very much appreciate if you could send your numeric files in advance. That way your presentation might be easily controlled and it will decrease the risk of a bug.

*1. Uploading via email \*:*

If the file size of your presentation does not exceed 5Mo, you may send it via email as attached file. The email address is: [egaultier.vet-comportementaliste@orange.fr](mailto:egaultier.vet-comportementaliste@orange.fr). This uploading option is possible until Thursday 24<sup>th</sup>, after only option 3 is available. After your registration you may directly verify your file in the presentation preview room.

*2. Uploading via the web\*:*

If the file size of your presentation exceeds 5Mo (particularly if you have videos), you may upload the file following the link:

<https://www.sugarsync.com/share/baaz6rhdww7a0>

password: ESVCE\_day\_presentations

After uploading, please ask for a confirmation mail at: [egaultier.vet-comportementaliste@orange.fr](mailto:egaultier.vet-comportementaliste@orange.fr). This uploading option is possible until Thursday 24<sup>th</sup>, after only option 3 is available.

*3. Uploading from a storage device:*

You may use a USB key or a CD/DVD to upload your presentation when you will be on place. We very much appreciate if you could go to the presentation preview room just after your registration.

**All presentations must be loaded well in advance, at least:**

- On Friday 25<sup>th</sup> evening (19:00 – 20:00) for Saturday 26<sup>th</sup> presentations
- On Saturday 26<sup>th</sup> (09:00 – 18:00) for Sunday 27<sup>th</sup> presentations

**It could be done very exceptionally the morning for the afternoon.**

*\*For being on the save side, if you have chosen option 1) or 2), please bring your presentation with you on USB key or CD/DVD*

## **SPEAKER'S CONTROLS**

A screen and mouse will be available on the speaker's lectern to control numeric presentations.

Speakers and Chairpersons should also remember that projected images will NOT appear in perfect focus when viewed from a side position in the auditorium or close to a very large screen. In the event of problems, *please do not touch the controls* - repeated operation will only thwart the efforts of the technician who will remedy any malfunction.

## **REQUESTS FOR PROVISION OF NON-STANDARD EQUIPMENT**

Speakers who have not been given permission in advance will not be able to use their own laptops.

It may be possible to provide equipment other than what is provided as standard, which speakers would like to use. The earlier such requests are made, the more chance we will have of making appropriate arrangements.

Please contact Emmanuel Gaultier

**If presenters have any queries about the following recommendations, they should seek advice from Emmanuel Gaultier ([egaultier.vet-comportementaliste@orange.fr](mailto:egaultier.vet-comportementaliste@orange.fr))**

We will sort out any problems as soon as possible.

We are very happy to have you presenting your paper in Avignon and are looking forward to this event.