



## Guidelines for Presentations: Please submit by September 19

Please adhere to the following general guidelines:

- Presentations should be a PowerPoint (media and special fonts must be embedded) or PDF file.  
If you use Keynote, we ask that you send us the file as early as possible so we can check or assist with any issues. These files will open onsite with a different program and so the layout may change and you should check it on site at our speaker preparation room on site.  
For those presenting PowerPoints with media, please check the following page: ["Tips for improving audio and video playback and compatibility"](#).
- Slide should be in 16:9, widescreen
- Size of slide should be the default setting: 33.867 width x 19.05 height
- **Please upload your presentation by latest September 19, 2022** - you will receive an Email with your personal login directly out of the system. Please click the button and log in then, creating your personal password. If you have not received it, please check your spam/firewall or contact: [isaps2022@eventmagix.com](mailto:isaps2022@eventmagix.com).
- If you wish to modify your presentation after uploading, please edit the document on your own computer, log back in, and upload your new version, **using the same filename**. This way we will always have your latest presentation ready.
- If you have more than one presentation, you will find links corresponding to the times for all your presentations after log in. Please be sure that you upload the correct file to the corresponding time slot, or it will not be available at the time you are scheduled to present. If you do not find any one of your presentations listed, please contact [isaps2022@eventmagix.com](mailto:isaps2022@eventmagix.com) immediately.
- **IMPORTANT INFORMATION**,  
You will need to pass by the **Speakers Ready Room** on site in Istanbul to do a final check of your presentation! This needs to be done at least 2 hours before your session starts.

It is mandatory that you include the "Declaration of Conflict of Interest-Slide" into each of your presentations. [You can download that slide from our website.](#)

If you have any questions, please do not hesitate to contact our technical partner.  
Email: [isaps2022@eventmagix.com](mailto:isaps2022@eventmagix.com)

Thanks again for your participation at ISAPS World Congress. We look forward to seeing you!



For your presentation, we will provide a lectern, microphone, a wireless remote with laser pointer, laptop computer (with Windows 10 operating system), and a digital projector in each room. PowerPoint/Keynote is the only communication tool available in all session halls. Overhead projection, slide projection or flipcharts are not available.

1. Speakers are kindly asked to observe that only computers provided by the congress may be used for showing your presentations. All presentations must be uploaded remotely in advance and then checked again in the Speaker Ready Room on-site to give the final approval.
2. All presentations are loaded into a presentation handling system that will store and distribute your presentation to the session hall in time for your session.
3. All presentations should be checked carefully, at the Speaker ready room at least **2 hours before the session starts**.
5. The staff of the Speaker Ready Room will load your presentation into the system so that it will be available at the lectern in your session hall when you come to speak.
6. If you are giving more than one talk during the congress, you may upload all your presentations at the same time, and they will be sent to their corresponding session halls at the time of your sessions.
8. The supported data media are: CD, DVD (as Data-storage-medium) and USB-Memory (Stick). You can also plug in your own laptop to upload your presentation at the Speaker Ready Room. Please note that ALL files are needed – including any video or movie files, you must have video files readily available in case they are not fully embedded! Presentations can also be taken off speakers' notebooks at the Speaker ready room.
9. The fonts that are used in the presentations should be „Latin-based fonts“. If the speaker needs special fonts, they should be stored as „embedded fonts“ within the presentation (File -> save as „name of presentation“ and under „tools“ ->save options mark the checkbox „embed True type fonts“ and select „embed all characters“).
11. Presentations should be saved as „\*.ppt“, „\*.pptx“ (= PowerPoint) or „\*.pps“, „\*.ppsx“ (=PowerPoint Slideshow) – file and movies might be separate files on the data media (if not embedded).
12. Due to the requirement given out by the organizer all computers and projectors will be set up and optimised for 16 : 9 ratio (mostly 1920x1080 resolution). Please catch up these specifications to have a well-prepared presentation.