WE GO HYBRID
LONDON
WONCA2022
27TH WONCA EUROPE CONFERENCE
28 June – 1 July 2022
ExCeL London

Basic Instructions

PowerPoint Instructions

➢ Please use the Microsoft PowerPoint 97-2007, 2010 or 2013 or higher versions* (*.ppt) or (*pptx), or Adobe Acrobat Reader (.pdf) to guarantee they will open successfully on an on-site PC.

➢ Please save your PowerPoint presentation **using PPT(X)** format instead of PPT or PPS.

➢ 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 in "Speakers' Ready Room".

➢ Please prepare your presentation in **16:9 format** (screens are in 16:9 aspect). You can also use the old-fashioned format ratio 4:3 however there is always better impression when using 16:9 format ratio.

➢ If you would like to use **WONCA templates** for your presentation in the recommended format ratio 16:9 you can find them **HERE**

General Information

➢ All presentations will be held in English.

➢ All session halls are equipped with **standard PowerPoint** presentation facilities.

➢ All presentations will be networked to the appropriate room from the main **"Speakers' Ready Room"** (Capital Suite - Room 13 located on the level 3 of EXCEL venue) and your presentation **must** be submitted to the **"Speakers' Ready Room"** at least 30 minutes in advance of your session.

➢ We kindly ask you to bring your presentation on USB (memory stick) to the **Speakers' Ready Room** where the technicians will upload the presentation into the system. Your own laptop can be used only if inevitable and after the discussion with the technicians **in the session hall.**

➢ **Due to the online presentation system, all speakers are kindly requested to use provided PC onsite.**

➢ **Please prepare your presentation in 16:9 format (screen are in format ratio 16:9). We recommend you save your PowerPoint presentation using PPT(X) format instead of PPT/PPS.**

➢ A technician is available in every session room to provide assistance when needed.

➢ Please **be present in the session room 15 minutes prior the start** of your session and follow the instructions from the Chairs and/or technician. During your presentation a provided PC will be put on the lectern, it is connected via LAN with the **Speakers' Ready Room**. Please observe the time allotted to you as you will not be permitted to speak for longer time.

➢ At the end of the Conference, all presentations will be deleted from the presentation system and computers on-site.

AV Equipment in all the Halls

➢ Screen/ White Wall (ratio 16:9)

➢ PC (will be put on the lectern, it is connected via LAN with the **Speakers' Ready Room**)

➢ Beamer (data projector)

- ➢ Timer
- ➢ Preview (comfort) monitor for head table
- ➢ Clicker (remote control for presentation) + pointer
- ➢ Sound system
- ➢ Hand microphones on stand (for lectern, head table, audience)
- ➢ Lighting (lectern + headtable)
- ➢ Tablet (iPad) for chairpersons (to be able to read the questions sent via chat box virtual platform)
- ➢ Camera (static camera for streaming, footaging the lectern, podium)
- ➢ Digital lectern for the rooms (Auditorium 1, Room 7+8, Room 11+12), the aspect ratio 16:9 = the screen resolution is 1920 x 1080 via HDMI.

- ➢ Classic lectern for the rooms with Conference graphic design (Rooms 1, 2, 3, 4, 9, 10, 14, 15, 16, 17)
- ➢ Head table for 2 persons with grey cloth (width = 1.84, depth = 0.77, height = 0.76)

Instructions for presenters of 'One-slide-five-minutes' presentations

The **'One-slide-five-minutes'** session are held within the session halls where the audience is presented with up to 15 short, interesting presentations.

Preparation of your presentation

- ➢ All presentations will be held in English.
- ➢ You will have **maximum five minutes to present your work including one-two minutes for discussion.**
- ➢ **You can use only one PowerPoint slide** (please use our template).
- ➢ Patient confidentiality must be protected.
- ➢ Avoid commercial reference. Advertising of products is prohibited.
- ➢ Remember that you have to communicate with the audience in a limited time.
- ➢ If you exceed your time, the session chairperson will terminate your presentation.
- ➢ Identify yourself to the session chairperson 15 minutes before the session.
- ➢ **Presentations must be in PowerPoint format (16:9 .pdf/.pptx) only as per instructions above.**
- ➢ Use a clear, non-fancy font and a letter size no smaller than 16 points to make your slide readable.
- ➢ Use graphic information rather than lengthy text.

- ➢ Colour is attractive on data slides but use light colours only.
- ➢ Do not cover too many details.
- ➢ Do not overload your slide, a miniature-sized poster is not appropriate.

A PowerPoint slide template is available here.

Uploading your presentation(s) - Speakers' Ready Room/ Virtual Platform

All speakers are asked to upload their presentation at the **Speakers' Ready Room (Capital Suite - Room 13 located on the level 3 of EXCEL venue)** and your presentation **must** be submitted to the **"Speakers' Ready Room"** at least 30 minutes in advance of your session.

In case you would like to upload your presentation in advance you have also the possibility to do so within the virtual Conference web platform https://woncaeurope2022.gcon.me/page/home that is accessible after login *(will be available from June 15, 2022)*

- ➢ Login using your email address you have registered with.
- ➢ Password will be sent to your email address when attempting for the first time.
- ➢ Go to your personal page (up right corner by clicking on your name)
- ➢ Select button „Upload presentation" => on the left side menu and upload your presentation. File limitation is 200 MB.

Opening Hours of the Speakers' Ready Room (Room 13)

Tuesday, June 28, 2022	16:00 -19:00
Wednesday, June 29, 2022	07:30 - 17:30
Thursday, June 30, 2022	07:30 - 17:30
Friday, July 1, 2022	07:30 - 13:30

Managing your Account/ Personal Page

We would like to ask all onsite/ remote speakers/ chairs to login to the web platform and manage their account info, description = short bio and add photo through the Conference web platform https://woncaeurope2022.gcon.me/page/home that is accessible after login *(will be available from June 15, 2022)*

➢ You can add & change your personal data, description, and social sites in the right upper corner "name" menu
➢ Login using your email address you have registered with.
➢ Password will be sent to your email address when attempting for the first time.
➢ Go to your personal page (up right corner by clicking on your name)
➢ Here you can manage your Personal data (profile picture, description = short bio)
  - Don't forget to save your changes by green „Save changes" button