



ORAL PRESENTATION GUIDELINES – SPEAKERS AND ORAL PRESENTERS

Thank you for your collaboration and contribution to the success of the **23rd World Congress of Podiatry**.

By following the instructions and oral presenters’ guidelines, your presentation will go smoothly. Please read all information carefully **BEFORE** coming to the meeting.

PRESENTATION INFORMATION

Your presentation can be loaded at the **Speaker Ready Room located in room Orchid A**, next to the Plenary Room. A technician will be available to assist you. Presenters are discouraged from using their own laptops, please have your presentation available in a USB.

KEY POINTS FOR ALL PRESENTERS

(Plenary, State-of-the-Art, Oral, Workshops)

- The Speaker Ready Room will be networked with the session rooms, which means your presentation will be automatically distributed to your session room once it is uploaded in the Speaker Ready Room.
- Presentations will not be accepted directly in the session rooms for uploading.
- All presenters must check into the Speaker Ready Room (N-109-110) **at least 1 hour prior to their session** time in order to verify their presentation or to upload a revised version to the computer network.
- All presentations should be prepared for PowerPoint 2013/2016 on Windows-based PCs in the following format: 16.9

UPLOAD YOUR PRESENTATION!

Speakers may submit their presentation in advance to the Management System.

To upload your presentation, please follow the instructions below:

- Step 1: Log into the account
- Step 2: Click on the “My Lectures” icon. You will see a list of all your presentations.
- Step 3: Click on the “Upload PPT” button of the presentation you would like to upload.
- Step 4: Click on the “Upload New Files” and “Add Files”. The maximum file size is 250 MB. Accepted file formats are .ppt, .pptx. Click “Upload” once you have completed adding all your files. You will see a progress bar on each file upload. Once the upload is complete, click on the “Close” button.

PRESENTATIONS CAN BE UPLOADED DURING THE TIMES LISTED BELOW:

Wednesday, Nov. 13	Between 12:00 - 18:00
Thursday, Nov. 14	Between 7:00 - 16:30
Friday, Nov. 15	Between 7:00 - 16:30
Saturday, Nov. 16	Between 7:00 - 16:30



IN THE SESSION ROOM:

Please arrive at your session meeting room at least 10-15 minutes before the start of your session. Take time to familiarize yourself with the setup at the lectern, to meet the session chairs, and ask questions (if any) By following the guidelines above, your presentation will go smoothly. Should you have any questions not addressed in this document, please feel free to email at info@qualitymeetingsinc.com

All changes to your presentation(s) will need to be done in advance at the speaker ready room. The meeting room computers will only allow the display of your presentation without the possibility of making any edits. Therefore, no laptop or USB device from presenters will be accepted in the meeting rooms.

REGISTRATION SERVICE DESK

The pre-registration and on-site registration desks are open during the following hours:

Wednesday, Nov. 13	12:00-19:00
Thursday, Nov. 14	07:00-17:00
Friday, Nov. 15	07:00-17:00
Saturday, Nov. 16	08:00-13:30

The Secretariat personnel will be available at the Registration desk during the entire Conference should you have any questions.

THE VENUE

Hyatt Regency Miami

400 South East Second Avenue

Miami, Florida, USA, 33131

T +1 305 358 1234

E miami.regency@hyatt.com

Congress Secretariat - Quality Meetings Inc.

2142 Rue de Cologne, Montréal, QC, Canada H4R 3E5

info@qualitymeetingsinc.com