



Technical Instructions Presenters Scientific Program

Conference Venue

There has been a change with regards to the conference venue. Since the conference will take place in the Amsterdam ArenA, home of Ajax Football Club, we have been confronted with the fact that Ajax performed very well in the European league and will play a football match in the evening of Thursday, September 17.

This means that we will start the conference in Amsterdam ArenA, just as was scheduled. After the plenary session and coffee break we will move to the Pathé Movie Theatre very nearby (5 minutes walk). All parallel sessions and the closing keynotes will take place there. Afterwards we will walk back to the Amsterdam ArenA for the galadinner (for those who've booked that). Also we are trying to get tickets to the football match for everyone!

Presentation Room Pathé Movie Theatre

In each presentation room the following is present:

- . laptop (Windows operated)
- . beamer
- . screen
- . sound system and microphone

The presentation rooms are in cinema rooms, so like an auditorium. The rooms are quite big and in all room sound support (microphone) is available. Also a technical engineer is standby for questions and in case of any problems. Per room there is a session manager (from the conference organisation) who can help you put your presentation on the laptop and have it ready to start.

Please know that it is not allowed to use your own laptop!

Presentation Room Amsterdam ArenA

In each presentation room the following is present:

- . laptop (Windows operated)
- . beamer
- . screen
- . sound system and microphone (in some rooms)

The presentation room will be set up in theatre style. In most rooms no sound support is necessary. A technical engineer is standby for support and can be called in via our session manager. The session manager can also assist you in putting your presentation on the laptop.

Please know that it is not allowed to use your own laptop!

Speaker Ready Room

At the Amsterdam ArenA we have set up a Speaker Ready Room for your convenience, open all day to check and/or change your presentation. In this room we have 3 laptops (all Windows operated) and a printer available. The Speaker Ready Room is in the Coca Cola Lobby West and can be found on level 4. Our organization office is nearby and at all times there will be someone of the conference organisation present.

Note: on Thursday September 17 the Speaker Ready Room can be used till 11.00 o'clock.

Technical instructions

- . powerpoint
- . no use of sound and/or videoclips
- . no use of internet
- . letter font minimum 12
- . when you use a background please put these files on your memory stick / portable usb stick as well
- . take your presentation with you on memory stick
- . it is not allowed to use your own laptop
- . all conference laptops are Windows operated (so no Macs are available)