

THE PROCESS DETAILS FOR EACH STEP FOLLOW BELOW

1. Create your PPT presentation according to the guidelines.
2. Submit your PPT presentation before February 24, 2019.
3. Save your PPT files (and videos) on a USB key.
3. Verify your uploaded PPT onsite or upload a revised PPT file.

1. CREATE YOUR PPT PRESENTATION AND SUBMIT BEFORE FEBURARY 24, 2019

Technical Guidelines

- **Slide Size:** Widescreen 16:9.
 - To adjust the size of your PPT please go to Design> Slide Size and select "Wide Screen (16:9)".
- A IMRP **PowerPoint template** is mandatory to use. You can download the template [here](#) or email leona@iseventsolutions.com to request the template.
- **Length:** One slide per minute. **Max. 25 slides** for a 20 minute-presentation.
- **Presentation equipment:** Windows based PCs that use MS PowerPoint for presentation. If you prepare your presentation on a Mac, please bring your laptop and dongles with you. You will be able to present from your Mac.
- **Videos:** Upload your PPT with the videos embedded and in addition to that upload the video files.
- **Font:** Try to use common fonts as special fonts might not be supported by the software used for presentation at IMRP2019.

Additional pointers

- Don't overload your PPT; remember, you are not writing an article.
- Seek simplicity, keep text to a minimum, and avoid redundancies.
- Define the 1, 2 or maximum 3 messages that you want to convey and build your presentation around them.
- Do not write full sentences. You might be tempted to read them, but people read faster than you speak.
- Let your important points stand out; use (but don't overuse) bold and colors.
- If possible, avoid abbreviations and acronyms, especially in the conclusions.
- Feel free to provide one or more key references.

2. SUBMIT YOUR PPT PRESENTATION FOR REVIEW BEFORE FEBURARY 24, 2019

- 1) Go to the meeting management system and login with your email address and password.

<http://cm.imrp-ia.com>

You can email leona@iseventsolutions.com if you need to reset your password.

- 2) On your Dashboard go to "My Presentations"
- 3) Click on "Upload PPT" for the presentation you would like to upload
- 4) Towards the bottom of the page you will see "Powerpoint Uploads" and a green button "+ Add Files". This is where you can upload your PPT presentation and video files, if applicable.

3. PACK FOR THE MEETING

Please bring a copy of your presentation along with you when you depart for the Meeting. Copy your PPT and all separate video files that you included on a USB key. This way we can re-embed the videos onsite if necessary.

4. AT THE MEETING

Registration

When you arrive, please go to the main registration desk to pick up your name badge.

Reviewing your Presentation

Your uploaded PPT file will already be saved on the computer in your session room.

If you didn't make any changes to your PPT, please go to your session in the break prior to your session. The technician in the room will let you review your slides.

If you have a revised version, please see the technician in the room to upload your new presentation directly in the break before your session. You will also be able to review your slides at that time to ensure all is in order. Make sure your presentation is final as there will not be time for you to edit your presentation in the presentation room. You can go to the speaker lounge (room Boston) to work on your presentation in a quiet place.

In the Session Room:

Please arrive at your session room at least 15 minutes before the start of your session (not just 15 min prior to your talk time) and introduce yourself to the chair person / MC. If you have to upload a new presentation, please be there at the beginning of the break to make sure you have enough time to upload and test the presentation.

Should you have any questions not addressed in this document, please email leona@iseventsolutions.com.