

38th European Workshop for Rheumatology Research

February 22 - 24, 2018 – Geneva, Switzerland



AUDIO-VISUAL EQUIPMENT FOR SPEAKERS

Dear Speaker,

With reference to the forthcoming 38th European Workshop for Rheumatology Research - EWRR, please note that the following audio-visual material will be available for your presentation:

- Single PowerPoint® projection (see below for standard configuration)

Please note that **only single projection** will be available.

FORMAT

The standard format of your PowerPoint® slides should be:

- Orientation: Landscape format
- Slide size: Widescreen 16:9

SPEAKERS PREVIEW ROOM

All speakers and presenters are required to check in their presentation at the Speakers Preview room **at least two hours before their session**, or on the day before for the early morning sessions.

The PowerPoint® presentation will be checked by the technical staff and prepared for the lecture.

The Speakers' Preview room is located on the conference floor, level -2 close to the registration area, and is open at the following hours:

Thursday	22 February 2018	14:00 - 20:00
Friday	23 February 2018	08:00 - 18:00
Saturday	24 February 2018	08:00 - 18:00

MEETING ROOM EQUIPMENT

The Speakers Preview room and the session room will be fully equipped with computers supporting Microsoft PowerPoint® including all video codecs.

Computers will be equipped as follows:

- Microsoft Windows 7 with Microsoft Office 2013®

Therefore, when preparing an electronic presentation, **please make sure that it is fully compatible with above mentioned standards. The organisers cannot be held responsible if a presentation fails to run because these standards were not observed.**

Please do not hesitate to contact us for any further information you may require.

We are looking forward to welcoming you in Geneva in February.

Your EWRR 2018 Team
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