



32nd International Conference of Alzheimer's Disease International

26 – 29 April 2017, Kyoto, Japan
Kyoto International Conference Centre

Dementia:
**Together towards
a new era**

SPEAKER INSTRUCTIONS

— Proudly Hosted By —





SPEAKER INSTRUCTIONS

Presentations

The 32nd International Conference of Alzheimer's Disease International (ADI) will feature a networked presentation management system. All presentation laptops in the lecture rooms will be running Windows 10 with PowerPoint 2013. The tips below are for both Windows and MAC users.

All presentations should be submitted in PowerPoint (pptx) 2013.

All presentations must be submitted via the Speaker Preview Room in **Room 101** at least four hours prior to the start time of the presentation in order that the technical team can check and upload the PowerPoint files. The room will be open at the following times:

Day	Opens	Closes
Wednesday, 26 April 2017	16:00	18:00
Thursday, 27 April 2017	07:00	17:30
Friday, 28 April 2017	08:30	17:00
Saturday, 29 April 2017	08:30	14:30

Presentations can be provided on a CD, DVD or USB device, in PowerPoint 2013 (pptx), format 2010 will also be supported but for presenting, the file will be saved out as 2010. A member of the technical team will assist in uploading the presentation, along with any minor changes that there may be. If videos are embedded within your presentation, please remember to bring these files separately on a CD, DVD or USB device. Please see below instructions on how to build your presentation and for a full list of supported video formats.

Please contact a member of the technical team in advance of the conference if you would like to use another form of media or an apple computer at adi2017@mci-group.com

Key Points

- All presentations will be played on PowerPoint 2013 (pptx) or acrobat reader 10 for PC
- Only video codec's and fonts as detailed below will be supported
- There will be no internet connectivity in the Speaker Preview Room or in session rooms
- To clearly identify your presentation, please save it with your name as part of the file name i.e. Jane_smith.pptx
- Please ensure your first slide is a title slide stating - your name, presentation title and affiliation

Movies

Please compress your videos. Uncompressed videos take longer to upload and will not be better quality than a modern MPEG-4 codec. We can only accept movies created as MPGs, WMVs or AVI formats. If you plan on using a different codec contact a member of the technical team before the start date of the event at adi2017@mci-group.com

Apple QuickTime formats such as **MOV, QT, MP4,** or **DV** files are **NOT** supported in Windows PowerPoint.

DVDs

If you plan to play a DVD as part of your presentation, please notify a technician in the Speaker Preview Room so arrangements can be made for assistance in your meeting room.

Fonts

We only support fonts that are included with Office 2010/2013. If you need a specialised font, it should be embedded into your PowerPoint presentation. For instructions on this process, please click on the following link:

<http://support.microsoft.com/kb/826832/en-uk>

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Email: adi2017@mci-group.com Website: <http://www.adi2017.org>



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Presenting

Session Meeting Room

Please arrive at your session meeting room at least 15 minutes before the start of your session; please also make yourself known to the meeting room assistant. Take time to familiarize yourself with the setup at the lectern. From the lectern, as the presenter, you will be the one in control of launching and navigating your presentation either via the laptop or the USB wireless presenter provided.

Speak directly into the microphone in a normal voice, and do not handle the microphone while speaking.

By following the guidelines above, your presentation will go smoothly.

Keynote

Keynote will **not** be accepted since it cannot be played back on a PC. Please export your presentation as PowerPoint.

If you cannot convert the files or have a considerable number of files, please check with a technician in the Speaker Preview Room who can make arrangements to convert the videos, or at the association's discretion, confirm you will be allowed to present off your own laptop.

Backup

Please bring a copy of your presentation along with you. Copy your PowerPoint and all movies to a folder on a USB drive or CD-ROM. PowerPoint does **NOT** embed movies. They must all be placed in the same folder as your PowerPoint. It is good practice to keep a second copy in your luggage.

Considerations for Mac Users

If your presentation is on a Mac computer, we kindly urge you to contact a member of the technical team before the start date of the event at adi2017@mci-group.com.

General Information

Registration

All presenters are required to register for the conference – please visit the registration section of the website at <http://adi2017.org/registration> to do this.

Further Information

If you wish to receive any further information about your presentation please contact adi2017@mci-group.com