



## Presenter information

As a presenter during the ESEB congress we would like to inform u on AV technology. All rooms are equipped with AV equipment for a smooth presentation. During the event all presentations will be central distributed from the speaker ready room.

For an orderly conduct we would like to receive the presentations with the following conditions:

- PowerPoint 2016\*
- Aspect ratio 16:9
- Include: Movies, Music, Fonts and others external files

You can file your presentation on site in the speaker ready room.  
Or pre-send your presentation to: [ESEB@bano.eu](mailto:ESEB@bano.eu)  
Make sure the name of the presenter is noted in the subject title.

*\* previous versions will be backwards compatible*

## Speaker ready room

The speaker ready room is a central space for filing your presentations.  
Presentations need to be filed one period before presenting.  
In the speaker ready room are 6 workspaces to make last minute changes.

To make sure your presentation is in order, including movies or Fonts, please use the export function in PowerPoint. There you can select "Package Presentation for CD" and then select a folder to store. This way all information will be included.

If you have any technical questions, please send an email to [ESEB@bano.eu](mailto:ESEB@bano.eu)