

Audio Visual Guidelines Lisboa Congress Centre ICPE 2006

For speaker's presentations, the Lisbon Congress Centre recommends Power Point Presentations or other stand-alone PC (Windows XP) presentations.

If presentations have multimedia, speaker should not forget to

- Include all linked or related files (other file presentations, video or audio files)
- Supply customized fonts and Codecs used, especially if the media are not Media Player compatible.

In our experience, we also recommend, that Presentations

- Should not exceed 20 MB
- Do not have automatic slide transitions

Finally, for safety reasons, Speakers should

- Send their presentations to the moderator, some days before the event;
- Carry also the presentations, for the event, in two different media support (for example, in a DVD and in a Memory Stick).
- Test the presentation in the room/auditorium projection system, before the event, especially to verify the colours and contrasts, and the texts legibility.

Final Note: these recommendations don't include usability and accessibility best practices

All presentations should be loaded onto the Congress Centre network 24 hours before the presentation (if possible). The Speakers Ready Room and AV Technical Support are located in Rooms 1.09 and 1.14 of the Congress Centre.