



Format Guide: KEYNOTE LECTURE

Keynote Lecture Format

Each keynote speaker has **35 minutes** for their presentation. With approximately **27 minutes** given for the presentation followed by **8 minutes** for questions and answers.

Meeting Room Standard Equipment

Each meeting room is equipped with the following:

- One data/video projector
- One computer
- One wired lavalier microphone
- One podium microphone
- One screen of appropriate size
- Electronic timer (to be used by session chair to facilitate the session)

We encourage you to use the conference supplied computer. The conference computer will have the following software installed: Microsoft Office 2007, Adobe Acrobat 7.x or higher, Quick Time 6.x or higher, Macromedia Flash Player 7.x or higher, and Internet Explorer 6.x or higher.

Please note that the conference supplied computer does not run Microsoft Vista. All presentations created using Power Point 2007 should be saved as a Power Point 2003 file or as a .pdf and should be tested on a Windows 7 machine prior to the meeting.

Please bring your presentation on one of the following media:

- USB hard drive (Pocket Drive, iPod)
- USB flash drive or 3.5" diskette
- CD-ROM, CD-R, or DVD

Note: If your graphics or video clips are not imbedded in your presentation please be sure that you bring them as well.

Note on Mac-produced presentations

If your presentation was created on a MAC and converted to run on a PC please test it before you come to the meeting. Make sure that the hyperlinks still function. Avoid using a rewritable CD (CD-RW). We've encountered compatibility problems with them. If your presentation was produced on a Mac and it includes embedded

video, your video will most likely NOT play automatically on the PC platform. You will need to either convert your .mov files to .avi format or create a link in your slide show to an external .mov file. If you choose the latter, your animation will play in a separate Quick Time window, outside of your Power Point presentation. We strongly recommend that you test your Mac-produced presentation on a Windows based system before arriving at the meeting.

Meeting Room Optional Equipment

If you need video playback equipment, DVD player or an overhead projector etc. please send an E-mail to bionat.congress@gmail.com. Please be sure to include your name, reference number and lecture date and time.

Questions

All questions regarding audio/visual or computer support should be sent via e-mail to bionat.congress@gmail.com. Please allow two business days for a response. On-site please stop by the speaker ready room.