

INSTRUCTIONS FOR KEYNOTE SPEAKERS

For your convenience, we have summarised the most important information for your keynote presentation at the IMSC 2022 conference below. **Please pay close attention** to the information that still needs to be provided and the corresponding deadlines.

1. BEFORE THE CONFERENCE

Session programme

All parallel sessions will last 120 minutes on several days and times can be found in the programme. The final programme is published on the website and can be found [here](#).

The times of your keynote lecture can also be found in the conference programme. Unfortunately, there is no possibility to change the date and time of the oral presentation.

To be delivered before the conference

The following information must be submitted to Klinkhamer Group | conferences & events by Sunday 31 July 2022. If the information is not submitted by this date, the organisation will assume that the information submitted is correct.

IMPORTANT:

Information requested by **Sunday 31 July 2022 – 5:00 PM CEST**

- Notification of small changes to names of presenters, authors, titles and affiliations or the abstract title. Unfortunately, no more changes can be made to the abstract core text.

2. PREPARING YOUR KEYNOTE PRESENTATION

Content and language

Speakers are fully responsible for the content of the presentation (order, graphics, etc.). All presentations and questions must be in English, as English is the official language of the conference.

Presentation formats and duration

The keynote speakers are given a time slot of 20 minutes (including ca. 2 min. for short questions) and the oral presentations in your session last 16 minutes each. Keynote speakers are requested to not exceed their allocated time. At the end of each session there is a panel discussion of 20 minutes. The time schedule will be strictly followed due to the nature of the program.

Programme and abstract book

Your presentation title will be stated in the conference app and the abstract will be published in the digital abstract book.

3. DURING THE CONFERENCE

Arrival at the conference

As soon as you arrive at the conference, you can pick up your badge at the registration desk. We would appreciate it if you could inform the registration desk staff that you are a keynote speaker.

Speaker ready room

Speakers are requested to bring their presentation files on a flash drive (USB memory stick) to the Speaker ready room. We kindly ask all speakers to make sure that the presentations are ready in the Speaker ready room at least 30 minutes before the session you are presenting in. In the Speaker ready room we have a technician available whom can assist you with the preparations of your presentation. The technician will make sure that your presentation is available in the meeting room you are presenting.

Meeting room and technicalities

Unfortunately, it is not possible to use your own laptop. The laptop in the presentation room is linked to the screen and the audio facilities. Also, a lectern with a microphone will be available for all speakers. If you need additional equipment, please inform the conference secretariat accordingly.

Session chair

As a keynote presenter, you should arrive approximately 10 minutes before the start of the session. The session chair will welcome and guide you. The session chair will also introduce you when your presentation is due to start. If there are any problems, you can contact the session chair. They are in contact with the AV supplier.

Screen format

All presentations should meet commonly compatible format, preferably using PowerPoint version 2010 or higher in 16:9 aspect ratio.

Supported files are:

- Presentation: PPT, PPA, PPTA, PPTX, PDF
- Video: AVI, MPG, MP4, WMV
- Audio: WMA, MP3, WAV
- Pictures: JPG

If the presentation includes audio (sound or voice), animation or short movie file(s), speakers are advised to save each file separately and test in advance.

For MAC users:

In order to use MAC presentations on a PC compatible computer please note that you need to prepare it according to the instructions below, before bringing it to the meeting room:

- Use a common font, such as Arial, Times New Roman, Verdana, etc. (special fonts might be changed to a default font on a PowerPoint-based PC).
- Insert pictures as JPG files (and not TIF, PNG or PICT – these images will not be visible on a PowerPoint-based PC).
- Use a common movie format, such as AVI, MPG and WMV. MOV files from QuickTime will not be visible on a PowerPoint-based PC.
- Alternatively, you may use your own laptop computer. In such a case please provide it with a VGA adaptor for external signal. Please test carefully in advance.

4. CONFERENCE APP

As already indicated, we will be making use of a conference app during the conference. In this conference app we will make use of the interactive feature to have chat possibilities. In each session you will have the possibility to mingle in a group chat about this session to discuss the topic and presentation. We would like to ask you to keep an eye on the session(s) you are presenting in. We would appreciate it if you - as keynote presenter – could answer questions of other attendees in the chat. It is possible to start a chat before, during and also after the conference.

5. QUESTIONS OR CANCEL KEYNOTE PRESENTATION?

If, for any reason, you are unable to attend or if you have any questions, please contact the conference secretariat Klinkhamer Group | conferences & events via info@imsc2022.com.

Conference Secretariat

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