

GUIDELINES – SPEAKER

GENERAL INFORMATION

Please find below the guidelines to prepare your presentation for the EAACI Annual Congress 2024, to be held in Valencia, Spain from May 31st to June 3rd.

FORMAT

Format

16:9

- Format : **pptx** 16:9
Broadcast diffusion in the lecture room : Powerpoint 2019
- Size and **font** : common (calibri, arial etc., min12)
- Maximum **150Mo**
- Bring a copy of your presentation and media on a **USB stick**

Medias



- Use HD images
- Make sure tables and graphs are legible
- Use function “Insert” and avoid copy/paste
- **Anonymize** medical/ patients pictures
- Pictures must be **.jpeg, .jpg** or **.png** / Videos must be **.avi** or **.wmv**

Download our [ppt template!](#)

SPEAKER SERVICE CENTER

Opening Time

- Thursday, 30 May, 15:00 – 18:30
- Friday, 31 May, 07:30 – 18:30
- Saturday, 1 June, 07:30 – 18:30
- Sunday, 2 June, 07:30 – 18:30
- Monday, 3 June, 07:30 – 15:00

Location

Sala Joaquin Rodrigo

Timing

At least 2hours before your lecture

You won't be able to bring your own laptop or USB stick in the conference room