



# 36th IAHR WORLD CONGRESS

28 June – 3 July, 2015  
Delft – The Hague, the Netherlands

## DELTAS OF THE FUTURE

and what happens  
upstream

### Technical guidelines oral presentation at 36<sup>th</sup> IAHR World Congress

Please take the time to read the following instructions to ensure your poster and pitch is successful. If you have decided not to pitch at the IAHR, contact IAHR Secretariat immediately (iahr2015@cimglobal.net)

#### Speaker's lounge

You can find the speaker's lounge on the first floor next to the World Forum Theater Foyer. The room is called 'the Nile'.



The facilities in the speakers' lounge will provide the possibility of:

- Reviewing your PowerPoint presentation
- Last minute alterations of your PowerPoint presentation
- Expert advice by the technical staff

To enable the staff to handle the technical aspect in an adequate way, the presentations should be prepared according to the technical guidelines below. It is essential that:

- The right format is used
- The presentation is to be handed in on time at the speakers' lounge:  
**24-hours before your presentation.**

From 29<sup>th</sup> June to 3<sup>rd</sup> of July the speakers' lounge is open from 07.30 till 18.00 for preparation. On Sunday the speakers' lounge is open from 16.00-18.00 to hand in your presentation.

## Session Rooms

All session rooms are equipped with:

- Laptop
- Data projector for PowerPoint presentations
- Microphone
- Laser pointer

## Scientific Programme

A complete overview of the preliminary programme can be found on the website. You will receive an announcement on a really short notice.

## Presentation

At home:

- Prepare your PowerPoint presentation according to the guidelines and save it on a USB. Label the materials with your name, session name, session date and presentation name.

At the congress:

- Collect your registration materials at the speaker's registration desk.
- Report to the Speakers' Lounge at least one day before the start of the session during which you will give your presentation.
- We encourage you to register at the registration desk and in the Speakers' Lounge as soon as possible to avoid any last minute problems.
- You will receive further instructions on site in the Speakers' Lounge.
- A technician will be available at the Speakers' Lounge and in the main session rooms to provide assistance when needed.
- Be available by your room door at least 10 minutes before the start of your session.

## Guidelines

**Uploading:** Speakers presenting on the **first day** of the Congress need to upload their presentations on Sunday between 16.00 and 18.00h or if that is not possible on Monday early morning before 11.00h. Speakers on remaining days are asked kindly to hand in their presentations at least 24hrs before they are due to present. The support technicians will check fonts, formats, videos and sound to make sure your presentation is correctly formatted (**4:3**). All files need to be handed in on a **memory stick**.

**Embedded video clips in presentations:** Please be aware that video clips should not be included in the PowerPoint file itself and the clips themselves must be copied separately to the memory stick or other media used. Please notify the technician of any video clips that are in your presentation so that these can be correctly embedded.

**Format:** For compatibility purposes the AV Company is using PowerPoint for all presentations. Please ensure that your presentation is created in PowerPoint.

**Apple computer:** We prefer not to use your Apple computer due to delays this will cause. In any case if you have to bring your Apple computer, please make sure you bring the necessary cabling. We do however would like to encourage you to bring your presentation on a USB.

**Copyright:** Unless you specify otherwise you agree that IAHR can publish a PDF handout of your presentation(s) on the website.

In case you have a question or remark, please feel free to contact us via email: [iahr2015@cimglobal.net](mailto:iahr2015@cimglobal.net)

Kind Regards,  
*On behalf of IAHR*  
Ymke Pol  
CIMGlobal