



## KEYNOTE SPEAKER INSTRUCTIONS

### 1. BEFORE THE CONFERENCE

#### Conference program

The final program is published on the website and can be found [here](#).

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

#### Travel

ISCCM2023 will take place at MECC Maastricht. More information about how to get to the venue, please visit the conference website by clicking [here](#).

#### Visa

All conference delegates traveling to the Netherlands must present a passport (or approved identity card for EU citizens) and many countries require a visa to enter the country.

### 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 duration

There is a 30 minute time slot for your presentation (including time for potential questions). Speakers are requested to not exceed their allocated time. The time schedule will be strictly followed due to the nature of the program. Please check the conference program in order to find your specific timings.

#### Presentation and screen format

All keynote speakers are requested to bring their presentation files on a flash drive (USB memory stick) to the conference.

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.

ISCCM 2023 Conference Secretariat:

**Klinkhamer Group | conferences & events**

Duboisdomein 5D 01 | 6229 GT Maastricht | The Netherlands

T. +31 (0)43-36 27 008

E. [isccm@klinkhamergroup.com](mailto:isccm@klinkhamergroup.com)



## 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.

## 3. DURING THE CONFERENCE

### **Arrival at the conference**

Once you arrive at the conference, you can pick up your badge at the registration desk. Kindly ask for Anne Dassen from Klinkhamer Group at the registration desk. She will guide you to the Speaker Ready Room and help you with any further questions.

### **Speaker Ready Room**

We have reserved this room for all speakers. In this room you can work in peace and quiet or prepare your keynote presentation. There is no AV available in this room. Speakers are required to bring their own laptop if needed. Free WIFI is available.

### **Uploading presentation**

Keynote speakers are requested to bring their presentation files on a flash drive (USB memory stick) to the conference. We kindly ask all keynote speakers to make sure that the presentations are ready in the allocated presentation room at least 20 minutes before the start of your presentation. We have technician available whom can assist you with the preparations of your presentation.

### **Meeting room and technicalities**

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

### **WIFI**

Free WIFI is available in the venue. An access code will be provided to you by the organisation on-site. Please note that the provided WIFI connection is suitable for emailing and browsing, but not for heavy down- and uploading.

### **Lunch**

During the conference days of ISCCM2023, lunch is included for all participants and also for keynote speakers. You can pick up your lunch at the distribution points in the Lobby.

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Maastricht, The Netherlands

**ISCCM2023**

Oct 15-17

## 5. QUESTIONS OR CANCEL PLENARY PRESENTATION?

If, for any reason, you are unable to attend or if you have any questions, please contact the conference secretariat Klinkhamer Group | conference & events via [isccm@klinkhamergroup.com](mailto:isccm@klinkhamergroup.com).

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