

## **Technical information to moderator and lecturer** **Nordic Congress with Röntgenveckan 2015, Malmö Arena**

### **LECTURE ROOMS**

(deviations occur but below is a basic version)

*Each lecture room is equipped with the following basic technical choice:*

- 1 pc projector
- 1 pc screen
- 1 pc PC - Laptop
- 1 pc wireless headset – in the Arenarummet 8 pcs wireless headsets
- 1 pc handheld wireless microphone – in the Arenarummet 4 pcs wireless microphones

### **PREVIEW ROOM**

All computers are PC model with Microsoft Windows 7 and software Microsoft Office 2013 and Adobe Acrobat Reader preinstalled.

Only files that are compatible with Windows PC and included as standard in the above operating systems and software applications are approved;

- If the presentation contains images, they must be in one of the following formats: JPG, GIF, TIF or Bmp.
- If the presentation contains video files attached to the Power Point Presentation, these must be in one of the following formats: wmv.
- Other approved file formats for video files are; MPEG-4 / MP4, AVI, and DivX.
- Use only standard fonts included as standard in the above operating systems and software (eg Arial, Times New Roman and/or Verdana).
- Accepted file formats for audio files are; wav, wma and mp3

We strongly advise against web-based presentations or presentations that require Internet connection to operate. Internet access is available on the premises but we cannot guarantee its functioning.

Presentations are delivered on a USB drive, and/or other storage media with USB connector, in order to save the material on the computers in the preview room.

We recommend that the presentation is tested on another computer (other than the computer used to create the presentation) before traveling to the Congress, in order to ensure that it is functioning as it should.

Once the presentation is saved to the USB memory/storage media, it is important to include any video files, sound files and other files, otherwise it is not certain that these will be displayed.

USB flash drives and other storage media must be formatted for PC.

If the presentation must be compressed, use Winzip.

Submit and test your presentation in advance of the lecture in the preview room (at least 2 hours before the scheduled start time). The final presentation is then loaded into the current lecture room via the server. A technician is constantly available in the preview area to assist you during business hours.

**Anyone who will give a lecture in the Arena room** should always contact the technician in the venue in good time before the lecture begins to make sure that everything works.

*If you wish to use any other type of technology or software other than that specified above, it is very important that you make requests for this well in advance of the start of the arrangement.*