

Instructions for presenters

INFORMATION FOR ORAL PRESENTERS

All presentations are allocated a certain **timeslot**. For the timing of the presentations, we kindly like to refer to the [conference program online](#). Please double check the timeslot of your presentation, since changes are still possible. Please be aware that your timeslot includes time for questions. Only in sessions with a Q&A at the end you can use the full time for your presentation.

Please keep to this timing! There will be moderators helping out with the preparation of the presentation and the distribution of microphones to audience members.

We kindly ask you not to bring your own laptop, but to bring your **presentation on a USB-key/portable hard drive**, as a laptop will be provided in the lecture hall. Changing laptops takes valuable time and might cause technical difficulties. Please note that there are no Macintosh computers available.

Presentations can be **uploaded during the break (welcome coffee, coffee break, lunch) prior to your session** in the room where your presentation will take place. Please use this time to **locate and present yourself to the chair of your session**.

Supported presentation formats are **PowerPoint** (format 16:9) **or PDF**.

Please note that presentations should be given in **English** only.

INFORMATION FOR VIRTUAL PRESENTERS

Virtual presenters (only research meeting Thursday 7th) can give their presentation **remotely via Zoom**:

- Link: <https://pfl-be.zoom.us/j/83607835694?pwd=cm4xeU9ldEdnQnYzTXk5TXZOeWcxZz09>
- Meeting ID: 836 0783 5694
- Passcode: 393682

Please make sure to download the latest version of Zoom in advance.

For those presenting on Thursday, please note that you will receive another invitation for the livestream of the other presentations. However, for your own presentation you will need to login via this Zoom link.

You are kindly requested to login **during the break (welcome coffee, coffee break, lunch) prior to your session** for a technical test and set-up.

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since changes are still possible. Please be aware that your timeslot includes time for questions. Only in sessions with a Q&A at the end you can use the full time for your presentation. Please note that all timings within the program are in **CEST (UTC +2)**.

Supported presentation formats are **PowerPoint** (format 16:9) **or PDF**. Presentations should be given in **English** only.

We **advise all virtual speakers to send their slides in advance** to cystinosis2022@kuleuven.be as back-up in case of technical issues.

We strongly advise you to join us from a quiet location, with a **stable internet connection**. For the best sound quality, we advise using a headset if possible.

INFORMATION FOR POSTER PRESENTERS

All posters will be displayed for the **whole duration of the conference**. However, there will be designated times that presenters are expected to be present next to their poster for discussion with conference attendees. For the timing or the poster sessions, we kindly like to refer to the [conference program online](#)

Please take our **general guidelines** into account:

- Poster size = A0 (841 x 1189 mm, or 33,1 x 46,8 inches)
- Poster orientation = portrait (Please note that a poster in landscape format will NOT fit on the panels). The panel size is 1m width and 2m height.
- Attachment materials will be provided by us
- We advise you not to laminate your poster, as this will complicate attachment
- Be sure to include the following elements on your poster: 1) the title; 2) author names, affiliations and e-mail addresses

Posters should be **brought to the conference** and not mailed. We do not have any facilities to print your poster onsite.

Presenters are responsible for **posting and removing** their own materials. All posters should be attached to the correct panel on the first day of the conference, Thursday July 7, 2022.

All posters should be removed at the end of the conference, on Sunday July 10, 2022 after the conference sessions. Posters that have not been removed will not be stored by the organisation.