



# ICEM 2023

22<sup>nd</sup> International Conference on Emergency Medicine  
Amsterdam, The Netherlands | 13 - 16 JUNE

## Oral Abstract Presentation Instructions

Speakers are strongly advised to check-in at the Speaker Ready Room at least 2 hours prior to their scheduled presentation. You will be receiving an invitation to a web link to upload your presentation prior to your arrival to the RAI Amsterdam. It is *imperative* that you review your presentation in the Speaker Ready Room prior to arriving to your session. Technicians will be available to resolve any compatibility of formatting issues and provide explanation of setup in your session.

**All presentation files must be submitted in their final form at least 2 hours before session start time.**

**The Speaker Ready Room (SRR) is located in the Amsterdam Suite at the RAI Amsterdam.**

The operating hours of the SRR are:

Monday 12 June	14:00 - 18:00
Tuesday 13 June	08:00 - 16:00
Wednesday 14 June	08:00 - 16:00
Thursday 15 June	08:00 - 16:00
Friday 16 June	08:00 - 14:00

### Supported Formats

**The session rooms are optimized for 16:9 presentations.**

**PPT, PPTX;** The Presentation Management System at ICEM 2023 is optimized for Power Point 2016, whether created on a PC or MAC. We recommend all PPT files to be converted to the PPTX format.

All presenters need to go to the Speaker Ready Room to deliver and test their presentations, especially MAC users to make sure there are no users with the format.

### Video and Audio File Support

If you are using PowerPoint 2007 or later, please be sure to embed your media files within the PPTX file. Please compress your videos and make sure the encoding is less than 5Mbps for the best performance, using a higher bit rate encoding may damage the quality. For best compatibility, we strongly advise your videos to be a WMV or MP4 file format.

**If you plan to include a video in your presentation,** please notify a technician in the Speaker Ready Room when uploading your presentation so arrangements can be made for assistance in your session room.

### Considerations for custom fonts

We only supply fonts that are included with Office 2019. If you need a specialized font, it should be embedded into your PowerPoint presentation.

### Presentation back-up

Please bring a copy of your presentation and all movies with you to the venue (both USB and online are recommended).



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## **Giving your Presentation**

Please arrive at your designated meeting room 15 minutes before the start of your session and introduce yourself at the front of the room to the moderator. A host will also be available to support you if you have any last-minute needs. In lieu of a podium, a cocktail table will be available to place your notes and a floor monitor will be placed in front of the stage for you to view your presentation. Questions and answers will take place at the end of all the presentations. The moderator will invite all presenters to the stage to answer questions.

**Please do not bring your own laptop or attempt to upload your presentations within your presentation room.**