



# ICEM 2023

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

## 22nd International Conference on Emergency Medicine ICEM 2023 Speaker Instructions

Speakers are requested to check-in at the Speaker Ready Room (SRR) at least 1 day prior to their scheduled presentation. Also if you have already uploaded your presentation online.

The computers in the Speaker Ready Room will be configured with hardware and software exactly like the ones in your meeting room. It is imperative that you review your presentation in the Speaker Ready Room prior to your scheduled presentation. Our technicians are there to assist you and resolve compatibility and/or formatting issues, and also provide you information on the in-room setup.

All presentation files must be submitted in their final form at least 1 hour before the session start time.

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

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 |

### Uploading your presentation online

An email will be sent to you via our technical partner ACS. This email will contain individual log-in details in instructions which allow you to already upload your presentation in the software of ACS. This allows a stress-free onsite experience. If you use this tool to pre-upload your presentation please make sure to still visit the SRR to check-in and test your presentation.

### Supported Formats

The session rooms are optimized for 16:9 presentations.

PPT, PPTX; The Presentation Management system at ICEM 2023 is optimized for PowerPoint 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.

### Video and Audio File Support

If you're 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 SRR when uploading your presentation so arrangements can be made for assistance in your session room.



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## Considerations for custom fonts

The only fonts supported are included in 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).

## Presentation Template

You can download and use the ICEM 2023 template if you wish to use it. You can find it [here](#).

## Giving your Presentation

Please arrive at your designated meeting room at least 15 minutes before the start of your session. The moderator will be there to welcome you and go over the introduction details with you. Please also check-in with the room monitor at the front of the room. The reserved seating in the front row is for you to use. All rooms are equipped with a cocktail table as opposed to a traditional lectern. You can place your notes on this table. A floor monitor and a slide advancer will be provided to you to ease in the delivery of your presentation.

The Q&A session will take place after the session in the “Meet your speaker” area located in the Exhibition Hall. You will notice that your session has a coloured balloon, please make your way to the area with the same-coloured balloon as in your session room. Delegates will be invited at the end of the session to meet you there with their questions.

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

## Queries

If you have any queries concerning the procedures, please contact the ICEM Conference Secretariat  
Tel: T: +31 20 575 42 20 or [icem2023@wearemci.com](mailto:icem2023@wearemci.com).