

XXIII World Congress of Neurology

September 16–21 2017

Kyoto, Japan



GUIDELINES FOR WCN 2017 INVITED SPEAKERS

Important notice: Invited Speakers and Oral presenters are required to use a Disclosure Slide as the second slide of their presentation. The Template can be found [here](#).

Technical requirements and instructions for presentation:

Please check the congress program book for the location of the Speakers' Ready Room in the venue. Due to a high number of oral presentations in the program, the Speakers' Ready Room will be very busy. Please come to the Speakers' Ready Room when you arrive at the Congress Venue (or at least one hour prior to the lecture) in order to assure enough time to load your presentation.

In the Speakers' Ready Room, you will be able to check and rehearse your presentation.

- If using a PowerPoint presentation (or any other format, such as PDF), please note you need to bring it on a "disk-on-key" Memory stick (using the USB port in the computer) and load it on one of the Congress computers in the Speakers' Ready Room, **at least 1 hour before the start of the session.**
- **The Native Projection ratio in the parallel Halls of the WCN 2017 is 4:3.**
- We recommend the use of PowerPoint but will be able to assist in the Speakers' Ready Room those who are using a Keynote presentation, for it to be converted into PowerPoint, to avoid loss of your lecture/presentation time while connecting your Mac computer to the Projector in the allocated session Hall.
- Please make sure that all fonts, images, animations and sounds appear as expected in your PowerPoint presentation.
- Please note that the computers in the session halls are being supplied with Office 2013.
- On presentation mode, your text should be large enough to be easily readable. The slides should not include multiple rows of text in small font.
- Your PPT will be made available in the lecture hall via computer network.
- Qualified technicians are ready to help you upload your presentation in the Speakers' Ready Room.
- If combining video films with PowerPoint, please make sure to check it in the session hall where your lecture is taking place during a coffee or lunch break prior to your session, **at least 30 minutes before the start of the session - even after checking it in the Speakers' Ready Room.**

During your presentation:

- The session hall will be staffed with an AV technician who will assist in starting each presentation.
- Please note also that a "Presenter view" mode will be the default on the lectern computer, which will be installed in each session Hall.
- From the lectern, you will be able to remote control your presentation using a computer mouse or up/down/right/left keys on a keyboard.

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- Please stick carefully to your allotted time. Chairpersons have strict instructions to interrupt if you exceed the allocated time slot. A digital timer will be visible to assist with time keeping.
- Please leave enough time for question and a discussion at the end of your talk.
- Maintain eye contact with the audience while presenting slides.
- We encourage more audience interaction where this is appropriate.

Invited Speaker Presentations: Please check the program book or the Mobile App for the exact presentation length of your talk as it may vary from each session.

Thank you for your participation and we hope you enjoy the Congress!

WCN 2017 Congress Organizer