

# 43rd Annual Scientific Meeting of the European Society for Paediatric Nephrology

A Joint Meeting with the Renal Association  
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## Speaker Briefing Document

### Key Contacts:

Logistics	Holly Botterill	<a href="mailto:espn2009@mci-group.com">espn2009@mci-group.com</a> Onsite contact: +44 (0)7841 503826	
AV & Technical	Mark Ford	<a href="mailto:Mark.ford@mci-group.com">Mark.ford@mci-group.com</a> On-site contact: +44 (0)7841 503541	
PowerPoint Presentations	Mark Ford	<a href="mailto:Mark.ford@mci-group.com">Mark.ford@mci-group.com</a> On-site contact: +44 (0)7841 503541	

### Presentation Guidelines

#### Speaker Sessions:

The **speaker slide review room** will be Committee Room 1 (Beale Room), which is located in the Aston-Webb Building.

Presentations will take place in 4 areas of the University Campus:

Plenary Sessions – Great Hall

Parallel Sessions – Arts Building, Room 120

Parallel Sessions – Vaughn Jefferies Lecture Theatre

Breakfast meetings – Arts Building, Lecture Theatres 1, 2 & 3

## **Guidance for Speakers**

### **Plenary Sessions (Great Hall, Aston-Webb Building)**

#### **AV facilities:**

- Projector and screen for PowerPoint presentations  
(The versions that are supported are PowerPoint 2003 or PowerPoint 2007)
- Slide advancer
- Laser pointer
- Lectern with computer monitor for slide viewing
- Top table with plasma monitor for slide viewing
- PA system with lectern and top table microphones
- 2 wireless lapel microphones
- 4 fixed microphones for audience Q&A
- 2 AV technicians

#### **Directions:**

All speakers must come to the slide review room (Beale / Committee Room 1) at least 3 hours prior to the start time of their presentation, so that the technical team can check and upload the PowerPoint files to the venue system.

Speakers may bring their slides on CD or USB Drive, in PowerPoint 2003 or 2007 format. Please contact a member of the technical team in advance of the conference if you would like to use another form of media or an Apple Mac computer.

At least one member of the MCI team will be available to review your slides and to help with any minor changes that you may have.

If you have any videos embedded in your presentation, please ensure that you bring the video files too. The AV system will NOT play embedded videos unless both the PowerPoint and the video files are submitted to the MCI team during slide review. Video formats accepted are AVI and WMV.

## **Parallel Sessions (Room 120, Arts Building and Vaughan Jefferies)**

### **AV Facilities:**

- Projector and screen for PowerPoint presentations  
(The versions that are supported are PowerPoint 2003 or PowerPoint 2007)
- Slide advancer
- Laser pointer
- Lectern with computer monitor for slide viewing
- PA system with lectern microphone and 1 wireless lapel microphone
- 2 fixed microphones for audience questions
- 1 AV technician

### **Directions:**

All speakers must come to the slide review room (Beale / Committee Room 1) at least 3 hours prior to the start time of their presentation, so that the technical team can check and upload the PowerPoint files to the venue system.

Speakers may bring their slides on CD or USB Drive, in PowerPoint 2003 or 2007 format. Please contact a member of the technical team in advance of the conference if you would like to use another form of media or an Apple Mac computer.

At least one member of the MCI team will be available to review your slides and to help with any minor changes that you may have.

If you have any videos embedded in your presentation, please ensure that you bring the video files too. The AV system will NOT play embedded videos unless both the PowerPoint and the video files are submitted to the MCI team during slide review. Video formats accepted are AVI and WMV.

## **Breakfast Meetings (Lecture Theatres 1, 2 & 3)**

### **AV Facilities:**

- Projector and screen for PowerPoint presentations

(The versions that are supported are PowerPoint 2003 or PowerPoint 2007)

- Slide advancer
- Laser pointer
- Lectern with computer monitor for slide viewing

### **Directions:**

All speakers must come to the lecture theatre in which they are speaking 30 minutes prior to the start of their meeting. This will enable the technical team to check and upload the PowerPoint files to the venue system.

Speakers may bring their slides on CD or USB Drive, in PowerPoint 2003 or 2007 format. Please contact a member of the technical team in advance of the conference if you would like to use another form of media or an Apple Mac computer.

If you have any videos embedded in your presentation, please ensure that you bring the video files too. The AV system will NOT play embedded videos unless both the PowerPoint and the video files are submitted to the MCI team during slide review. Video formats accepted are AVI and WMV.