

Contributed Oral Speaker Instructions

Oral Contributions Guidelines

Oral contributions will be presented at the auditorium of the venue from Tuesday morning, 13th September, to Friday morning, 16th September:

- Tuesday from 10:10h to 16:50h.
- Wednesday from 9:30h to 16:50h
- Thursday from 9:30h to 12:00h
- Friday from 9:30 to 12:40h

Oral presentations will be made electronically by means of projection equipment provided by the conference venue. Slides should be design in 4:3 format.

All presentations must be loaded at least the day before the presentation to JACoW in ppt format. The event organization will unload the presentation and **ALL** Speakers must check their presentations at the Audiovisual Room of the venue, located at the backdrop of the Auditorium running the presentation with the Session Chair or the audiovisual manager to check that the presentation runs properly and there isn't any software incompatibility. **This checking shall do this checking during the Poster session of the day before *BY ALL AUTHORS*** and for Thursday and Friday both during Wednesday Poster Session, from 16:50h to 18:00h.

MEDSI contributions are registered with a JACoW ID number and organized with a conference program code. See the annex of this Instruction about the codification rules.

Preparation of the slides

Please note that, in addition to the presentation, it is required a PDF file of the presentation for including it in the conference proceedings.





MECHANICAL ENGINEERING DESIGN OF SYNCHROTRON
RADIATION EQUIPMENT AND INSTRUMENTATION

The time allocated for oral presentations is 15 minutes for the presenter author + 5 minutes for audience questions. As a recommendation, you should not require more than 7-8 slides (this would mean talking to each slide for only two minutes).

Authors shall follow Chairmen instruction during the presentation and Session.

Venue equipment

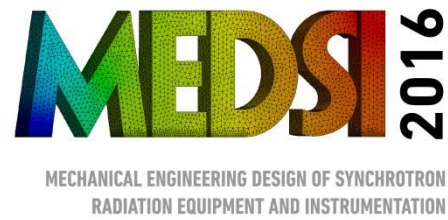
The venue is equipped with three screens. The two side smaller screen are fixed image and managed by the Audiovisual Manager. The central screen shows the presentation.

The presentation will run from the Audiovisual room and controlled by the Author by means a remote control. See attached pictures of the Venue.



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The Speakers will have a Headset Microphone for the presentation like the shown in the next picture.



Annex 1

This code corresponds to the time of each contribution through the oral and poster sessions slots. This code indicates the Day, Type, Location and Sequence Number.

Example: WE B A 02

WE: DAY B: TYPE A: LOCATION 02: SEQUENTIAL NUMBER

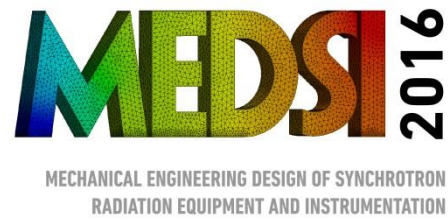
<i>Day</i>	<i>Type</i>	<i>Location</i>
MO Monday	A Oral Before Coffee	A Auditorium
TU Tuesday	B Oral After Coffee	B Beta room
WE Wednesday	C Oral After Lunch	C Gamma room
TH Thursday	P Poster	E Exhibition hall
FR Friday	T Tutorial	

WEBA02 it is an oral contribution on Wednesday after the coffee break at the Auditorium at 11:40h.

Further recommendations

To ensure a proper performance of electronic presentations, only PowerPoint 2010 or XP/2007 are accepted.





For PowerPoint files, only TrueType and OpenType fonts can be embedded.

To embed fonts in PowerPoint 2010:

- Select File tab.
- Choose Options.
- Under PowerPoint Options, choose Save.
- Check the box for Embed fonts in the file

To embed fonts in PowerPoint XP / 2007:

- Select the Office Button and select Power Point Options.
- Under Save options, select the Embed fonts in the file checkbox and embed only the characters used in the presentation.
- To embed fonts in PowerPoint XP / 2003:
 - On the Tools menu, click Options, and then click the Save tab.
 - Under Save options, select the Embed True Type fonts check box.

