

Details for speakers

Available equipment

We provide:

- a computer in backstage,
- stage monitor with copy of the image on the projection or speaker's notes, current time, and time remaining,
- slide clicker with receiver next to the stage monitor and
- head or hand microphone.

PLEASE NOTE: You cannot use your computer on the stage.

Slides and videos

Please follow the guidelines below for your slides.

Aspect ratio: 16:9

Available formats:

- PDF, Google Slides or PowerPoint
- Keynote¹

Preferred type is PDF or PowerPoint. If you require a video to be shown during your session, we can roll it separately from backstage, but don't forget to upload it separately.

PLEASE NOTE: If you use PowerPoint and any kind of specific fonts, please include those fonts and a screenshot of rendered fonts for visual confirmation. Using PDF option avoids this step 😊.

Send us your slides by May 7, 18:00 CEST

Use the link to send us all your presentation materials:

<https://podim.org/materials-drop-off/>

Please include your last name and session title as seen in agenda in the file name.

¹ Please schedule a rehearsal in case you want to use Keynote on Mac.

PODIM

Location and logistics

Access to the MARIBOX Hall 01 / Main Stage is through backstage. Please visit registrations desk and a team member will be happy to guide you to the backstage.



Please access the technical area no later than 15 minutes before the start of your program block.

Rehearsals

If you want, we can schedule a 7-minute rehearsal. Reach out by email on production@podim.org and we'll be happy to schedule your timeslot within these timeframes:

- MAY 11: between 17.00 and 19.00 CEST
- MAY 12: between 08.00 and 08.15 CEST, and between 13:45 and 14:15 CEST
- MAY 13: between 09.00 and 09.30 CEST

WiFi

We provide a free wireless network, named **PODIM**, throughout both venues.

The stage

Checkout the images from last year to get a better idea of the stage:

<https://flic.kr/p/2pRBr5u>.

Contact

production@podim.org before the conference or
+386 40 681 165 (SMS or WhatsApp message) in urgent cases during the conference.