

## **AORTIC 2009 SPEAKER BRIEF**

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### **POWERPOINT PRESENTATIONS**

You must deliver your PowerPoint presentation to the SPEAKERS PREP ROOM 24 hours prior to the session in which it will be presented. Please bring it with you on a USB memory stick and give it to the technician who will ask you to sign for it. Note that PowerPoint presentations will not be accepted by email, or in the session rooms, and no personal laptops can be used.

Please note that PowerPoint presentations cannot be used in Breakfast Sessions or the Opening Ceremony.

### **SPEAKERS PREP ROOM**

This room, staffed by technicians, will be located on the ground floor at the Kunduchi Hotel and Beach Resort. You will be able to review your presentation here and make small changes if necessary.

### **SESSION PROCEDURE**

Each session will be managed by a Chair or Chairs who will introduce speakers and keep time. Speakers are invited to sit in the front row of reserved seats and the Chair will invite you to the lectern when it is your turn to give your talk.

If you delivered your PowerPoint presentation to the SPEAKERS PREP ROOM 24 hours ahead of time, it will be loaded and you will be able to see it on the speaker's monitor. You will have a remote control with a laser pointer at the lectern, and you will advance your own slides.