

8th Annual Meeting of Serbian Neurosurgical Society
“Current concept in military neurosurgery - The state in the field”
December 8-10, 2022. Military Medical Academy, Belgrade, Serbia

INSTRUCTIONS FOR SPEAKERS AND MODERATORS

FOR MODERATORS

Before your session

- Identify the congress room where will take place the session you moderate and arrive there before the start of the presentations.
- Meet the technical assistant responsible for that room. If you have any problem, please ask for the help.

During the session

- Remind the audience to put their phones on silent.
- Start the session on time even if the participation is low.
- Do not accept violations of presentation time.

Announcement

- Filming or photographing during the session is forbidden, except the official ones.
- Announce the changes you receive from the organizers (if there are).

FOR SPEAKERS & PRESENTERS

Presentation documents

The presentations will be accepted only in digital format. Please submit the presentations 3 hours before your lecture to the technician at the Speaker Ready Room. You can use the computers connected at the projectors. The presentations shall remain the property of the author and shall not be used without permission. If you are presenting your talks using your own laptop (Mac or Windows) or if you have special IT requirements and video(s) in your presentation, kindly advise us in advance.

Technical specifications

- Please bring your presentations on USB stick or external hard disc.
- The power-point versions to be used are '97, 2000, 2003, XP, 2007, 2010 and 2016.
- Save the documents with the extension *.ppt- or *.pps-. Do not use the function- pack&go-
- Make sure that all the files with video are saved separated on the device.
- Flash animations cannot be projected.
- All the files have to be in the same folder, do not use passwords for folders
- Please use common fonts; Times New roman, Calibri, Verdana, Arial.
- If you use power point, Mac or Keynote please export the presentations as *.ppt- for Windows.

Presentation

- Please arrive in the room for the presentation long enough before starting your lecture. Tell the moderator the details of the presentation and get to know the technical assistant.
- Familiarize yourself with the microphone. with the remote projection and with the timer.
- Strictly follow the moderators instruction's.