



### Speakers Recommendations

1. Presentations during the congress may be made with the official templates, those who so wish will be able to download from the congress web.
2. Presentation format during the congress will be 16:9 – widescreen format
3. Remember that you will be sharing your screen from your own computer, therefore everything you are seeing will be seen by the participants.
4. Check that your videos work in PowerPoint. If they are not working, you will have to transform them to MP4. Although your videos are attached to your PPT 2010/ 2013/ 2016, keep them in the same folder for more security. The file supported by PowerPoint are .avi .mpeg1 .mpeg2 .mp4 and .wvm. The one that runs the fastest and safest it the last one, but it considerably reduces the quality of the image. Do not mix video formats in the same PowerPoint, choose a type of extension (eg MP4) and then insert them into your PowerPoint.
5. For your participation we suggest to do it with headphones, silence your cellphone and silence the wappweb.
6. We suggest during your presentation the use of your laptop and not your cellphone. Using your camera will give the audience a better and complete image of it.
7. Make your presentation within the stipulated times, which will be controlled by the coordinator of the meeting.
8. Respect the schedule and the assigned time for your presentation. Sixty (60) seconds after the time assigned your presentation will be remove from the screen and the audio cancelled.

9. You will receive the link to join the meeting with a reminder 1 day before and 1 hour before the beginning.
10. We will connect the meeting 45 minutes before the start of the activity to check again the presentations, audio and video cameras.
11. To start the session, we ask you to put in the meeting link you name and stay with the camera on with audio off- in silence.
12. During the session you will have technical support and you will find them as Soporte Técnico 1 – Soporte Técnico 2. Through zoom's chat you will be able to chat in private with them.
13. The general chat will be canceled since what is written there is reflected on the screen, so we ask that if is necessary during the meeting to use it, do it privately with the person you want.
14. We ask that once you have finish your participation stay in the meeting through the end.
15. If your presentation will be recorded, we ask you to download from the congress web the tutorial to record from the zoom platform and then send to the organizers with the title, date and time of the presentation.
16. If you need assistance to record your presentation we ask you to get in contact with Fernanda Alemán, [samer@samer.org.ar](mailto:samer@samer.org.ar) or wapp +549.116.749.3447 to organize the record.
17. Any doubt or technical consultation contact:  
[gustavopeniafiel@lanzilotta.com.ar](mailto:gustavopeniafiel@lanzilotta.com.ar) or wapp +549.116.838.8300