



Annual European Congress of Rheumatology
Bella Center
Copenhagen, Denmark 10 – 13 June 2009

AUDIO-VISUAL EQUIPMENT FOR SPEAKERS

Dear Speaker,

With reference to the forthcoming EULAR 2009 congress, please note that - as for previous EULAR congresses - the following audiovisual material will be available for your presentation:

- Single PowerPoint® projection (see below for standard configuration and conversion of slides)

Please note that **only single projection** will be available.

SPEAKERS PREVIEW ROOM

All speakers are requested to check in at the Speakers Preview Room **at least two hours before the session** (or the day before for early morning sessions). The PowerPoint® presentation and/or slides will be checked by congress staff and prepared for the lecture. The CD Rom / USB key should be collected from the Speakers Preview Room immediately after the end of the session.

The Speakers Preview Room, located in the room FOCUS on the ground level (in front of the registration area), will be open as follows:

Wednesday	10 June 2009	08.00 – 20:00
Thursday	11 June 2009	07.30 – 19.00
Friday	12 June 2009	07.30 – 19.00
Saturday	13 June 2009	08.00 – 15.00

CONFERENCE ROOM EQUIPMENT

The Speakers Preview Room and the conference rooms will be fully equipped with computers and data projectors supporting Microsoft PowerPoint®.

Computers will be equipped as follows:

- Personal Computers
- Microsoft Windows XP Professional Edition® with Microsoft Office 2003®

Therefore, when preparing an electronic presentation, **please make sure that it is fully compatible with above mentioned standards. The organisers cannot be held responsible if a presentation fails to run because these standards were not observed.**

Please do not hesitate to contact us for any further information you may require.

We are looking forward to welcome you in Copenhagen next June.

Your EULAR 2009 Team
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