



International Congress on Obesity (ICO)
18 - 22 October 2022 in Melbourne, Australia

AUDIO-VISUAL EQUIPMENT FOR SPEAKERS

Dear Speaker,

With reference to the forthcoming International Congress on Obesity, please note that the following audio-visual material will be available for your presentation:

- Single PowerPoint® projection (see below for formatting and media requirements)
- Please note that **only single projection** will be available.

FORMATTING AND MEDIA REQUIREMENTS

- The orientation of the slides should be in landscape format
- It is recommended that presentations are built in widescreen 16:9 aspect ratio.
- No custom fonts unless embedded. Unembedded custom fonts will not be displayed.
- It is recommended that all video files be embedded. External/unembedded video files must be named with the presenter's name and slide number.
- It is recommended that embedded video is .mp4 encoded in h264, and not exceeding 1920x1080 pixels and 60 frames per second.

SPEAKERS PREVIEW ROOM

All speakers and presenters are required to check in their presentation at the Speakers Preview Room **at least two hours before their session**, or on the day before for the early morning sessions.

The PowerPoint® presentation will be checked by the congress technical staff and prepared for the lecture. The Speakers' Preview Room is located in Meeting Room 215 and is open at the following hours*:

Tuesday	18 October 2022	13:00 - 20:00
Wednesday	19 October 2022	07:30 - 19:00
Thursday	20 October 2022	07:30 - 19:00
Friday	21 October 2022	07:30 - 17:30

*opening hours subject to change

CONFERENCE ROOM EQUIPMENT

The Speakers Preview Room and the conference rooms will be fully equipped with computers supporting Microsoft PowerPoint® including all video codecs.

Computers will be equipped as follows:

- Microsoft Windows 10 with Microsoft Office 2019®

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 welcoming you in Australia in October.

Your ICO Team
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