

General Oral Presentation Guidelines

As a speaker, you are invited to **upload your presentation on the submission platform before Monday 8 August at 8 AM CEST**. You will also have to check and validate your presentation in the Preview Room before the beginning of your session .

The submission platform will make it quick and easy for speakers to upload their Power Point presentations prior to congress. We strongly recommend all speakers take advantage of this option. However if you cannot upload your file prior to the event, please note that you will also be able to upload your presentation from a USB drive directly in the Preview Room during the congress.

For organisational purposes, we invite you to visit the Preview Room at least two hours before the starting time of your session. A dedicated team of expert technicians will assist the speakers with uploading and verifying their presentations.

To allow each speaker enough time to check their presentation, only minor modifications are allowed to be made on the working stations in the Preview Room.

Preview Room opening hours:

- **Sunday 14 August: 2 pm – 7 pm**
- **Monday 15 August to Thursday 18 August: 8 am – 7 pm**
- **Friday 19 August: 8 am – 1 pm**

Presentation format

- All presentations should be in **PowerPoint format** and **PC compatible**
- **The projection format will be 16:9**, please use this format when creating your slides
- PowerPoint 2019 and previous versions are accepted
- Save your file with a .pptx extension for a better compatibility
- Media elements:
 - Use the 'Insert' function to integrate media elements, such as **images** and **video**
 - Try to limit the size of your videos and sound to **1GB** and use formats such as .mp4 and .wmv if possible
 - If your video files come from a medical equipment, make sure you do not need a special proprietary software to play it on a PC
- If you work on a Mac try to avoid specific fonts in Mac OS and rather choose Windows compatible fonts
- **You should bring a copy of your presentation, including a copy of your video file(s), on a USB flash drive or an external hard drive.**
- **There is no option to load your presentation in the meeting room using a USB drive, or to connect a laptop. All presentations will be run from the PC provided in the meeting room.**

What do I have to do now?

Prepare your presentation in PPT or PPTX format and upload your file on the dedicated submission platform.

Please upload your PPT file on the submission platform

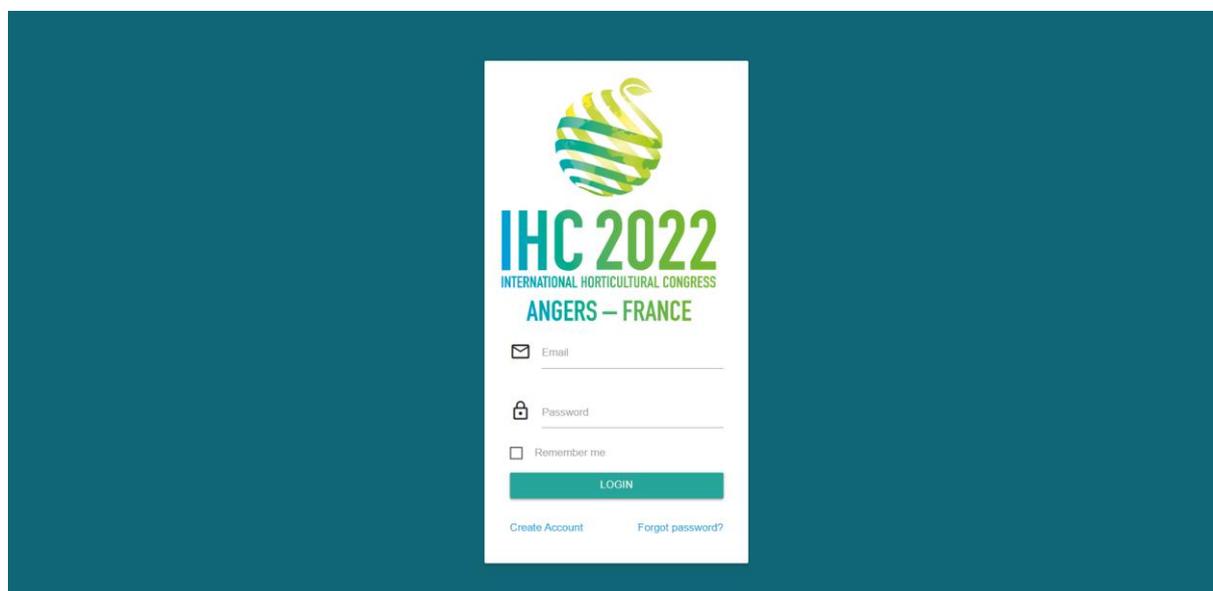
<https://submit.openslideservices.com/submit/22ihc>

by 08.08.2022 at the latest.

Your login credentials have been sent by email.

Go to: <https://submit.openslideservices.com/submit/22ihc>

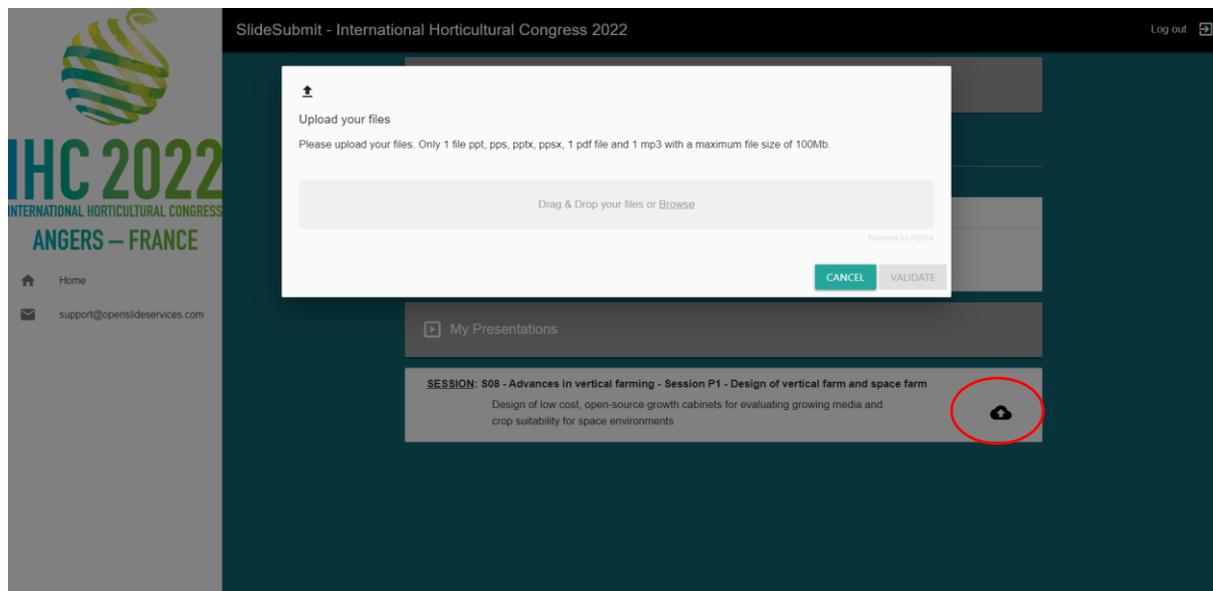
Insert your credentials > LOGIN



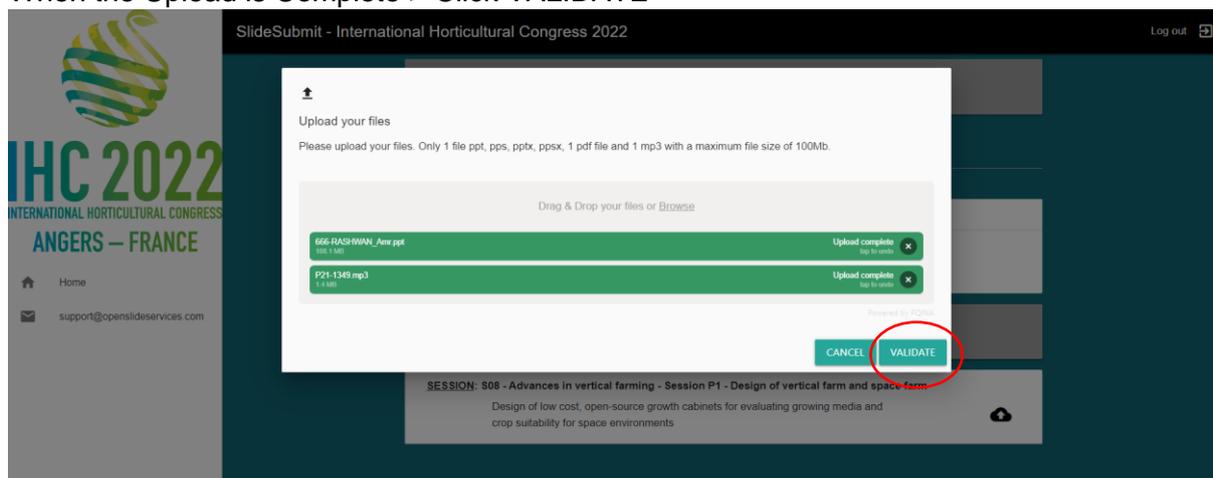
The screenshot shows a login form for the IHC 2022 submission platform. At the top is the IHC 2022 logo and text: "IHC 2022 INTERNATIONAL HORTICULTURAL CONGRESS ANGERS - FRANCE". Below this are three input fields: "Email" with an envelope icon, "Password" with a lock icon, and "Remember me" with a checkbox. A green "LOGIN" button is positioned below the password field. At the bottom of the form, there are two links: "Create Account" and "Forgot password?".

Click on the UPLOAD icon next to the presentation you wish to upload > Add the PPT / PPTX file of your presentation.

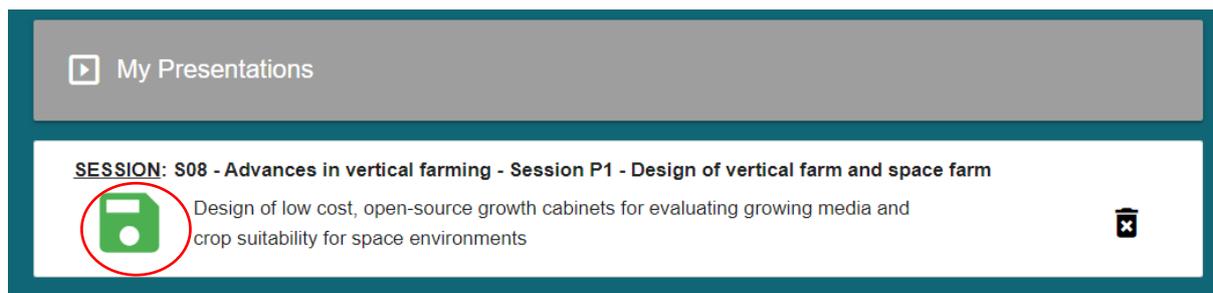
Upload only 1 ppt or pptx file per presentation with a maximum file size of 100Mb.



When the Upload is Complete > Click VALIDATE



After Validation you will see a green icon next to the presentation title and you will automatically receive an email confirming the successful upload.



If you have any questions in the meantime, please contact us at support@openslideservices.com!

Thank you for sending us your presentation!