



100 years
LMHI 2025
Utrecht

INSTRUCTIONS FOR SPEAKERS

1. Your presentation

- The day, session number and time slot of your presentation is mentioned in the email with which these instructions have been sent.
- Please note that the time slot within the session is subject to change due to last-minute cancellations or changes. Please make sure to be on time in the meeting room before the session starts.
- Please check your presentation time carefully. It includes a few minutes for questions & answers in order to maximize interaction between speaker and audience. **You are kindly requested to adhere strictly to the allocated time.** It is essential that all presentations are kept to the programme timetable.
- In case you present a video: make sure to set this video in the PowerPoint to auto-play (or click sequence), so that they can be clicked through with a PowerPoint presenter. *Attention! For videos longer than 10 minutes do not include a link in the PowerPoint. Instead, submit it **separately** in a MOV or MP4 file to the technician via your USB flash drive (see also point 4).*
- The Organizing Committee would like to ask you to start your presentation with *Your* reason of *Joy* to be part of the homeopathy community. You can express yourself in 2 lines (or an image or a sound).

2. Congress language

- All presentations should be held in English. This is mandatory.
- Live transcription into other languages will be available in the Congress App. Make sure to articulate well, and speak slowly and clearly.

3. Slides format

- Please prepare your slides in a 16:9 format.

4. Uploading of the presentation

- Please bring your presentation **on a USB flash drive**. Do not email your presentation.
- All presentations must be uploaded well in advance. **This must be done on Wednesday 14 May** during pre-registration and the Welcome Reception, **between 16.00-20.00 hrs., in meeting room 115.**
- If you arrive on Thursday or Friday: please make sure to upload your presentation **in the meeting room of your presentation**, preferably the day before your session. This must be done **during the first 30 minutes of the lunch break, immediately after the end of the morning sessions.**
You can find the meeting room in the full program which can be downloaded from the [program page](#) of the Congress website.
- Note that it is not possible to review the entire presentation slide by slide or make amendments in your slides during the uploading process! Please make sure your presentation is final before that time.



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5. **Audiovisual equipment**

- All meeting rooms are equipped with a data projector, a laptop and a PowerPoint clicker/laser pointer.
- Please note: **it is not possible to use your own laptop**. If you have a Mac, please see point 7.
- A technician will be present in the meeting room during all sessions to assist speakers.

6. **Meet the chairperson**

- Please meet the chairpersons in your meeting room some 10 minutes before the session starts.

7. **Important note for Apple Mac users**

- Apple Mac users should convert their presentation to PowerPoint.
- In order to use Mac presentations on a Windows laptop please note that you need to prepare it according to these instructions:
 - Use a common font, such as Arial, Times New Roman, Verdana etc. (special fonts might be changed to a default font on a PowerPoint based computer/laptop).
 - Insert pictures as JPG files (and not TIF, PNG or PICT - these images will not be visible on a PowerPoint based computer/laptop).
- It is your responsibility to check before arrival on-site that your presentation will work correctly on a Windows laptop software, that is provided in the meeting room. As a backup, please bring your own MacBook, together with all necessary connection cables.