

# Finnish Dental Congress 11-13 November 2021 AV Instructions for speakers

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## How to upload your presentation

**Please save your presentation on the material server by Monday 8<sup>th</sup> of November 2021 at 15.00 pm.**

After this deadline the material server is closed, and all the materials are divided one-by-one to the seminar halls by our technician. After the deadline, you will not be able to save your materials on the server.

**In case you miss the dead line, or you decide to edit your presentation after the deadline, please bring your presentation on a memory stick** to the seminar room well before your own presentation so that we can upload it to the seminar rooms PC and test it. **Please do not send your presentation via email as we cannot ensure that we have time to read emails during the busy event day.** In the end of the event, all the presentations are deleted from the seminar room's laptops and from the material server.

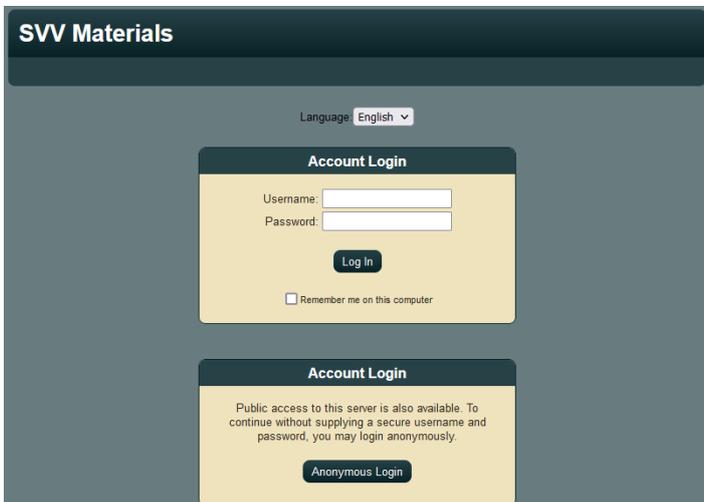
**NOTE!** The material server is an extra service that Messukeskus offers. The material server has been created because sometimes presentations saved on memory sticks do not work or memory stick is lost etc. By saving your presentation to our server, you have a backup in case there would be a problem. However, it is advisable to bring the presentation with you on a memory stick or on your laptop even though you have saved it to the material server.

**Please save your presentation by the lecturer's name and the presentations name, i.e. Jack\_Smith\_Presentation\_title.pptx**

### Step-by-step-instructions on saving your file:

Please save your presentation on <http://materials.svv.fi/Login>. You can easily change the language to English on the top of the page.

Please choose the **Anonymous login** window from the bottom of the page. It does not enquire any passwords.



Please notice that when you use our server, no else can open your file after uploading, not even you. One can only see the name of the presentation. Only a technician of Messukeskus can open your file. Therefore, please save the right version of your presentation.

After logging in, please choose the right event folder: **Hammaslääkäripäivät 2021**



Filename	Size	Updated
Cyber Security Nordic	folder	Aug 31 12:35
Farmasia 2021	folder	Aug 20 13:54
Hammaslääkäripäivät 2021	folder	Aug 20 15:24

Next open the file with the day of your presentation. If you have several presentations, please save each of them to the right place. You can check the event program from here: <http://www.hammaslaakaripaivat.fi>



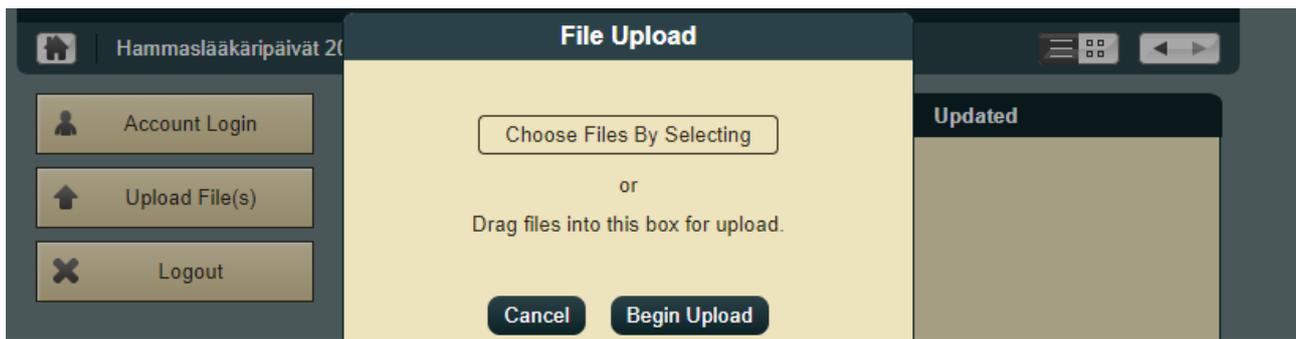
Filename	Size	Updated
Avaus- ja väliaikadiat	folder	Aug 20 15:24
Lauantai 13.11.2021	folder	Aug 20 15:42
Perjantai 12.11.2021	folder	Aug 20 15:40
Torstai 11.11.2021	folder	Aug 20 15:39

Choose right folder, folders names are same than room names



Filename	Size	Updated
To 11.11 Äyräpää	folder	Aug 20 15:37
To 11.11 Helminen-Pakkala	folder	Aug 20 15:38
To 11.11 Koski	folder	Aug 20 15:38
To 11.11 Paatero	folder	Aug 20 15:37
To 11.11 Pohto	folder	Aug 20 15:37

Upload your presentation through the buttons on the left (upload file)



Select a file to be uploaded and press “Begin upload”. After your file is saved, press Exit.

We are happy to assist you with any enquiries regarding the seminar room AV technology or streaming.

Welcome to the Finnish Dental Congress 2021!

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# AV Instructions for speakers

Finnish Dental Congress 2021 will be held entirely virtually. From the lecturer's point of view, this means that lectures are held with an audience and live streamed online.

## Session Room Set-up and Equipment

- Microphone
- PC (Windows 10, English interface)
- Presentation slide changer
- Wi-fi
- Projector or large display (1920 x 1080 px)

*Please note: slide changer does not work as a laser pointer. If you need to highlight some information in your presentation, please use animation functionality of the PowerPoint.*

## Prepare your presentation

### 1. Presentation format

PowerPoint, **16:9** aspect ratio, widescreen.

If you are using Keynote, Prezi or other presentation software, you can save as Powerpoint (.pptx) or PDF-format or use your own laptop. Seminar rooms' PCs have presentation slide changers, which you can use to control your presentation.

### 2. Fonts

Please use standard fonts, such as Arial, Times New Roman, Tahoma. If you use special fonts, please embed the fonts in Powerpoint (<https://support.microsoft.com/en-us/office/embed-fonts-in-documents-or-presentations-cb3982aa-ea76-4323-b008-86670f222dbc>) or provide fonts with your presentation file. Avoid using font sizes smaller than **24 pt**. A maximum of 5-7 lines per slide and about 5 words per line will improve the readability of your slide!

**Testing:** Is my font large enough? Open presentation on your PC, check it from 3m distance and see if the texts are readable.

### 3. Video

Generally, .mp4 and .wmv formats should work fine. A video embedded into Powerpoint and set to play automatically will streamline your presentation.

### 4. Sound

PC sounds can be played through the room's sound system.

### 5. Cables

All lecture rooms are equipped with HDMI cable. If your laptop does not support HDMI port, please bring a suitable adapter with you.

### 6. Testing

If you want to be sure that your presentation videos, special fonts or sounds work well, please send it to us for testing by 4.11.2021: [svv.myynti@messukeskus.com](mailto:svv.myynti@messukeskus.com)

## **Additional information for remote speakers**

Presentation instructions are the same as for other speakers. Your presentation should be delivered to us no later than the 8<sup>th</sup> of November 2021. Please note, uploading the presentation in advance is mandatory due to live streaming. **Do not make any changes to your presentation after uploading the file, because changes will not be visible in live stream.**

### **Equipment**

We kindly recommend you using headphones and a microphone during your presentation. Web camera can be the internal web camera of your laptop or an external webcam, for ex. Logitech c920 or similar.

### **Test call**

We will agree a test call with each remote speaker prior to the event. The purpose of this test is to check that everything works for your remote presentation. You will join the test with video and sound, and you will be able to test the remote clicker to change slides.

After the test day is agreed, you will receive two links by email: one for the video call and another for the presentation control. With the video call link, you will be able to test the video connection. With the remote-control link, you will change slides. As an option, you will be able to open the link on your phone's Internet browser to change the slides over your phone.