

## WELCOME TO THE 4<sup>th</sup> CCP PHENOGENOMIC CONFERENCE 2022.

Speakers Preview Room for on-site participants will be available on Thursday 15<sup>th</sup> September from 8:00 am.

### HOW TO GET IN?

A **Speakers' Ready Room** will be set up at the venue of the 4<sup>th</sup> CCP Phenogenomics Conference 2022 where you will be able to record your presentation.



There will be prepared equipment for smooth recording of your presentation and also a team providing technical support for the conference, which will help you with the whole process of recording.

- Please make sure that you arrive at least one whole section ahead of time to upload your work to avoid time complications in case of any problems.
- Please have your presentation ready on a portable storage device.
- The following formats are acceptable: **\*pptx, \*pdf, pre-recorded presentation in \*mp4 format. Keynote formats are not allowed.**
- The size limit for a presentation or pre-recorded video presentation is **200 Mb**.
- Our technicians will be with you in the preparation room to guide you through the entire process of recording your presentation. They will help you in case of any problems.

After uploading your presentation to the system, we must ask you to check your presentation time carefully and be ready to present it at the beginning of the whole block of presentations, where you will also give your presentation.

Our technicians will again be in the lecture hall and will be happy to show you around and explain how the whole lecture process works if necessary during the breaks.

Our technician will welcome you and guide you through the interface.

- Once the presentation is started, we will run your pre-recorded presentation or pre-recorded presentations on our computers. You will control your presentation (slides) remotely using a remote control that will be ready at the lectern in the **BIOCEV Main Hall**.
- At the end of each session, there will be a "Discussion with Presenters" moderated by the session chair. He/she will read out the questions inserted by the participants. Anyone can also raise their hand and ask their question directly to you using the audio and screen when prompted by the chair. This applies both to participants who will be onsite in the lecture hall, but also to remote online participants, who in this case will be shown on the projection screen.

Should you have any questions or requests, please contact us at any time.

### **Conference Hotline - Contact Us**

If you have any questions or issues during or prior to the CCP Phenogenomics Conference 2022, please contact us at [p.skobis@aimgroup.eu](mailto:p.skobis@aimgroup.eu).