

INSTRUCTIONS FOR ORAL PRESENTATION

How to prepare your presentation:

Please prepare your presentation in 16:9 format (screen is in format ratio 16:9). We recommend to save your PowerPoint presentation using PPT(X) format.

General Information

- Please use the **Microsoft PowerPoint*** (*.pptx), or **Adobe Acrobat Reader** (.pdf) to guarantee compatibility with on-site equipment
- We recommend saving your PowerPoint presentation in **PPTX format**.
- Please note that we cannot guarantee the quality of presentations created on Apple devices. Check their compatibility with Windows in advance (at least 2 hours before your session starts). **Presentations should be in 16:9 format** to match the on-site screens

Pictures/Videos

- JPG is the preferred file format for inserted images. GIF, TIF, and BMP formats are also accepted.
- Images inserted into PowerPoint are embedded into the presentations. Images created with a resolution higher than 250 dpi are unnecessary and will only increase the file size of your presentation. Try to avoid overloading your presentation with excessive images
- If your presentation contains videos, please test it on the on-site PC in the Speakers' Ready Room several hours before your session. Generally, the MP4 format should work with no difficulties. Videos inserted into Microsoft PowerPoint 2016 and higher versions are embedded into the presentations

Other information

- During your lecture, you can use a remote control to operate your presentation
- All presentation equipment will be prepared in the lecture hall
- If you would like to use your own laptop, please inform the staff in the Speakers' Ready Room. However, we recommend using the provided lecture room computers
- **We highly recommend uploading your presentation in advance** via the conference platform
- All presentations will be deleted from all on-site computers after the conference
- **For lectures within the PANEL sections, the time limit is set at 15 minutes for each lecture - this can be adjusted upon request by the panel organizer**
- **ACC (Academic Conference Centre)** - If you are presenting in this venue, **presentations must be uploaded on-site** (outside the conference system)
- **Most lecture halls will not have a technician present, and you can run your presentation directly from the lecture room computer. If you need assistance, a technician will be available on each floor**

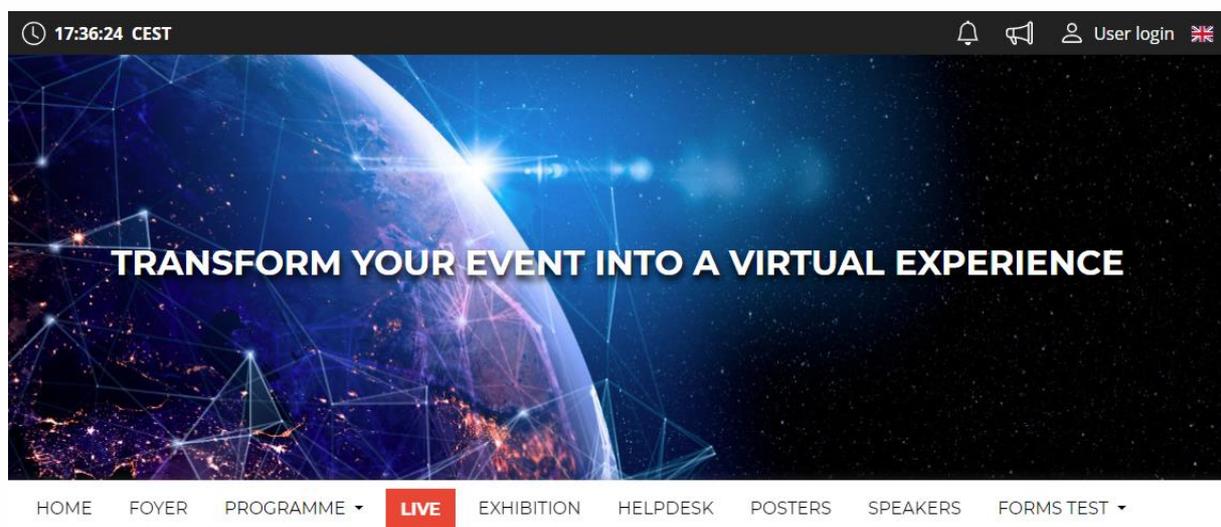
Login to the ECAS Conference Platform:

Important information

- Visit the conference platform available here: <https://ecas2025.gcon.me/page/home>
- Log in to the platform using the **same e-mail address you used to register for the conference**
- Upload your presentation

Login to the platform

- In the top right corner – select **Login**

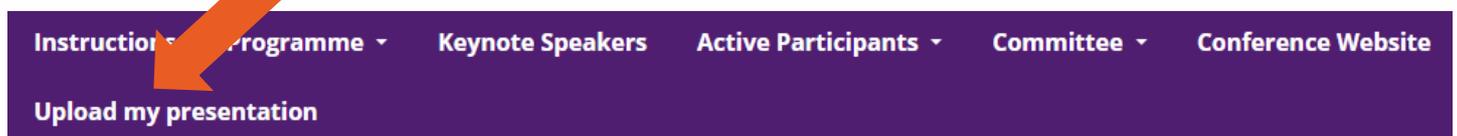


- Log in with your e-mail and password
- **When logging in for the first time, you will be asked to enter a password, which will be sent to the email address you used during registration. You can then change your password on your personal profile page**

How to upload your presentation online:

Uploading a presentation to the platform

- Log in with your e-mail and password
- Upload your presentation directly to the platform
- In the menu you will find the “Upload my presentation” button



- Networking
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20 min Presentation 3
03.12.2023 - Sunday | Virtual Hall 1
12.05.2022 10:00 - 11:00 | Session 1

Presentation file
This is where you upload your presentation file. PPTX, PDF and MP4 formats with a maximum size of 200 MB are allowed. The uploaded file must be assessed for compliance with the technical requirements and then approved. An already approved file cannot be uploaded again. This presentation will not be accessible to other participants on the website after uploading.

Unuploaded ←

Upload presentation

Documents for presentation
Here you can upload additional files for the presentation. All formats with a maximum size of 200MB are allowed. These files are not approved and once uploaded are immediately accessible on the website for other registered participants.

Upload documents

- To upload a presentation, click on **“Upload presentation”**
- Select your presentation file from your computer and upload it
- If you upload your presentation online, we strongly recommend that you check it at the venue in the Speakers' Ready Room
- The size of the presentation **must not exceed 200 MB**
- Supported file types are PPTX, PDF and MP4 video (older versions of PowerPoint PPT are not supported)
- If you have saved your presentation in an older PowerPoint PPT format, please save it again in the newer **PPTX format**. This can be done using Microsoft PowerPoint 2016 or later
- Once your presentation is successfully uploaded to the platform, your presentation will be ready to present. **Please arrive early at the hall and confirm with the technical staff that your presentation has been uploaded**

**In case of problems, please contact technical support
at the following e-mail address – raitora@guarant.cz**

How to submit your presentation on-site:

How to save your presentation

- Please save your presentation in one of the following discs or medium:
 - USB flash disk
 - External portable HDD/SSD
- Save all files associated with your presentation (PowerPoint file, movie/ video files, etc.) to one folder/location
- If you are presenting more than one presentation during the event, save different presentations to different folders and name them clearly with the presentation code to avoid onsite misunderstandings and problems
- Always make a backup copy of your presentation and save it on a different portable disc or medium than the original presentation.

How to submit your presentation on-site

- Session halls (**Faculty of Arts, Novotného Lavka, The Film and TV School of the Academy of Performing Arts in Prague and Municipal Library of Prague**) are equipped with standard PowerPoint presentation facilities
- **You must submit your presentation at the Speakers' Ready Room at least 60 minutes before the start of your session with your USB stick/external portable HDD/SSD.** If your speech is scheduled for a morning session, please submit it the day before
- The Speakers' Ready Rooms are located in venues **Faculty of Arts, Novotného Lavka** and a technician will be available to assist you with any technical needs. Due to the online presentation system, all speakers are required to use the provided PC on-site
- If you are presenting at another venue, you must always record your presentation at one of the following two locations - **Faculty of Arts, Novotného Lavka**
- **Please be present in the session room 15 minutes prior to the start of your session** and follow the instructions from the moderators

The Speakers' Ready Rooms are located in Faculty of Arts (FA) and Novotného Lavka (NL).

Opening hours for Speakers Ready Room 1 – Faculty of Arts:

Day	Time
Wednesday, 25 June 2025	07:30–17:30
Thursday, 26 June 2025	08:00–18:30
Friday, 27 June 2025	08:00–19:00
Saturday, 28 June 2025	08:00–15:30

Opening hours for Speakers Ready Room 2 – Novotného Lavka:

Day	Time
Wednesday, 25 June 2025	08:30–17:30
Thursday, 26 June 2025	08:00–18:30
Friday, 27 June 2025	08:00–19:00
Saturday, 28 June 2025	08:00–15:30