



INSTRUCTIONS FOR WORKSHOP LEADERS

For your convenience, we have summarised the most important information for your workshop at the WACP2022 congress below. **Please pay close attention** to the information provided.

1. BEFORE THE CONGRESS

Congress program

The schedule and times of all workshops is published on the congress website and can be found [here](#). Unfortunately, there is no possibility to change the date and time of the workshop. Please kindly note that the final program will be published on the congress website on Wednesday 14 September 2022.

Program and abstract book

The title and the name of the presenting author will be stated in the program book and your submitted abstract will be published in the abstract book.

Registration

For all delegates of WACP2022 it is obligated to register for the congress. Please kindly note that it is required to register **before 15 August 2022** to be guaranteed a spot in the program.

Please use the following link for more details about the registration fees and to register for WACP2022: <https://www.wacp2022.org/registration/>

Travel

WACP2022 will take place at The Postillion Convention Center WTC Rotterdam. More information about how to get to the venue, please visit the congress website by clicking [here](#).

Visa

All congress delegates traveling to the Netherlands must present a passport (or approved identity card for EU citizens) and many countries require a visa to enter the country. More information is available on the conference website by clicking [here](#).

COVID-19

The WACP2022 organisation will adhere to the Dutch health and safety regulations at all times, and we will take every measure possible to provide a safe environment during the conference. More information is available on the conference website by clicking [here](#).

2. PREPARING YOUR WORKSHOP

Content and language

Workshop leaders are fully responsible for the content of the presentation (order, graphics, etc.). All presentations and questions must be in English, as English is the official language of the congress.

Workshop duration

All Parallel Sessions will last 90 minutes each. In case there is more than one workshop leader, please make sure to not exceed the allocated time. At the end of each



Parallel Session there is a Q&A of 15 minutes. The time schedule will be strictly followed by the chair due to the nature of the program.

Presentation and screen format

Workshop leaders are requested to bring their presentation files on a flash drive (USB memory stick) to the congress.

All presentations should meet commonly compatible format, preferably using PowerPoint version 2010 or higher in 16:9 aspect ratio.

Supported files are:

- Presentation: PPT, PPA, PPTA, PPTX, PDF
- Video: AVI, MPG, MP4, WMV
- Audio: WMA, MP3, WAV
- Pictures: JPG

If the presentation includes audio (sound or voice), animation or short movie file(s), speakers are advised to save each file separately and test in advance.

For MAC users:

In order to use MAC presentations on a PC compatible computer please note that you need to prepare it according to the instructions below, before bringing it to the meeting room:

- 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 PC).
- Insert pictures as JPG files (and not TIF, PNG or PICT – these images will not be visible on a PowerPoint-based PC).
- Use a common movie format, such as AVI, MPG and WMV. MOV files from QuickTime will not be visible on a PowerPoint-based PC.
- Alternatively, you may use your own laptop computer. In such a case please provide it with a VGA adaptor for external signal. Please test carefully in advance.

3. DURING THE CONGRESS

Arrival at the congress

Once you arrive at the congress, you can pick up your badge at the registration desk.

Speaker Ready Room

We have reserved this room for all speakers. In this room you can work in peace and quiet or prepare your workshop. There is no AV available in this room. Speakers are required to bring their own laptop if needed. Free WIFI is available.

Uploading presentation

Presenters are requested to bring their presentation files on a flash drive (USB memory stick) to the congress. We kindly ask all speakers to make sure that the presentations are ready in the allocated

Conference Secretariat

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presentation room at least 20 minutes before the start of your workshop. We have technician available whom can assist you with the preparations of your presentation.

Meeting room and technicalities

Unfortunately, it is not possible to use your own laptop. The laptop in the presentation room is linked to the screen and the audio facilities. Also, internet, a lectern with a microphone will be available for all speakers. If you need additional equipment, please inform the congress secretariat accordingly.

Session chair

As a workshop leader you should arrive approximately 20 minutes before the start of the Parallel Session. The session chair will welcome and guide you. The session chair will also introduce you when your workshop is due to start. If there are any problems, you can contact the session chair. They are in contact with the AV supplier.

WIFI

Free WIFI is available in the venue. An access code will be provided to you by the organisation on-site. Please note that the provided WIFI connection is suitable for emailing and browsing, but not for heavy down- and uploading.

Lunch

During the congress days of WACP2022, lunch is included for all participants. You can pick up your lunch at the distribution points in the Lobby/Exhibition hall (Shipping Hall).

4. QUESTIONS OR CANCEL WORKSHOP?

If, for any reason, you are unable to attend or if you have any questions, please contact the congress secretariat Klinkhamer Group | congress & events via info@wacp2022.org.

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