



European Hydrogen Energy Conference 2022

18th – 20th May 2022

Duques de Pastrana Complex
(P.º de la Habana, 208, 28016, Madrid)

Guidelines for Parallel Sessions Speakers

Your presentation

- You will have 15 min to present, please be mindful of the time and adapt your slides accordingly.
- Store all your files in a unique folder, especially videos (make sure they play automatically when the slide is displayed). 16:9 slides format is recommended.
- Please note that if you use “non-regular” Office fonts there is a possibility that the receiving computer does not have them installed and it affects the slides, in this case we would need to use the PDF version and animations (should there be any) would not be displayed.
- Please include AeH2 and EHEC2022 logos in the first slide and EHEC2022 logo in the rest of slides in the bottom left corner.

Speakers Room

- There will be a Speakers Room on the first floor of the main building. There you will be able to connect with fellow speakers, make some changes to your slides if needed, relax, etc.
- Bring your presentation (ppt and pdf format) in a USB to the Master Technician in the Annex room at least 2 hours before your presentation, if possible, the day before.
- We encourage you to confirm on the technician’s computer that the ppt is correctly displayed, otherwise, ask him to use the PDF.
- Mac users: please don’t forget to bring your adaptor.

Lecture Room

- Your presentation will be transferred, available on your lecture room and automatically displayed when it is your turn to present.
- You will present from a stand with a device to pass the slides and a wired microphone.
- It will not be possible to make changes in the presentation once in the Lecture room, nor to connect your laptop.
- After your 15 min presentation there will be 5 min for Q&A.