



WORLD CONGRESS
OF INTERNAL MEDICINE

THE
37TH
WCIM 2024
PRAGUE
CZECH REPUBLIC

How to prepare your presentation:

PowerPoint instructions:

All session halls are equipped with standard PowerPoint presentation facilities.

Your presentation must be submitted to the “Speakers Ready Room” at least 30 minutes before the beginning of your session. A technician is available in every session room to provide assistance when needed. Due to the online presentation system, all speakers are kindly requested to use provided PC onsite. Please be present in the session room 15 minutes prior to the start of your session and follow the instructions from the Chairs and/or technician.

General Information:

- Please use the **Microsoft PowerPoint*** (*.ppt) or (*.pptx), or **Adobe Acrobat Reader** (.pdf) to guarantee they will open successfully on an on-site PC.
- We recommend you save your PowerPoint presentation using PPT(X).
- Please note that we cannot guarantee the quality of Macintosh-based presentations, please check in advance (2 hours before your session starts) their Windows compatibility.
- Please prepare your presentation in **16:9 format** (screens are in 16:9 aspect).

Pictures/Videos:

- JPG images are the preferred file format for inserted images. GIF, TIF or BMP formats will be accepted as well.
- Images inserted into PowerPoint are embedded into the presentations. Images that are created at a dpi setting higher than 200 dpi are not necessary and will only increase the file size of your presentation. Try to avoid overloading your presentation with unnecessary images.
- In case you have any videos in your presentation - please test your presentation with the on-site PC several hours before your presentation. Generally, the MP4 and AVI formats should work with no difficulties. Video inserted into MS PowerPoint 2010 and higher versions are embedded into the presentations.

Other information:

- During your lecture you can use remote control for controlling your presentation.
- In the lecture hall will be prepared all presentation equipment – remote control for presentation, microphone, preview screen, ...
- **Your own notebook will not be allowed to be used for presentation unless exceptionally scheduled.**
- All presentations will be deleted from all the PC used during the event.
- We kindly ask all the speakers to keep the time of their presentations.

CONGRESS SECRETARIAT

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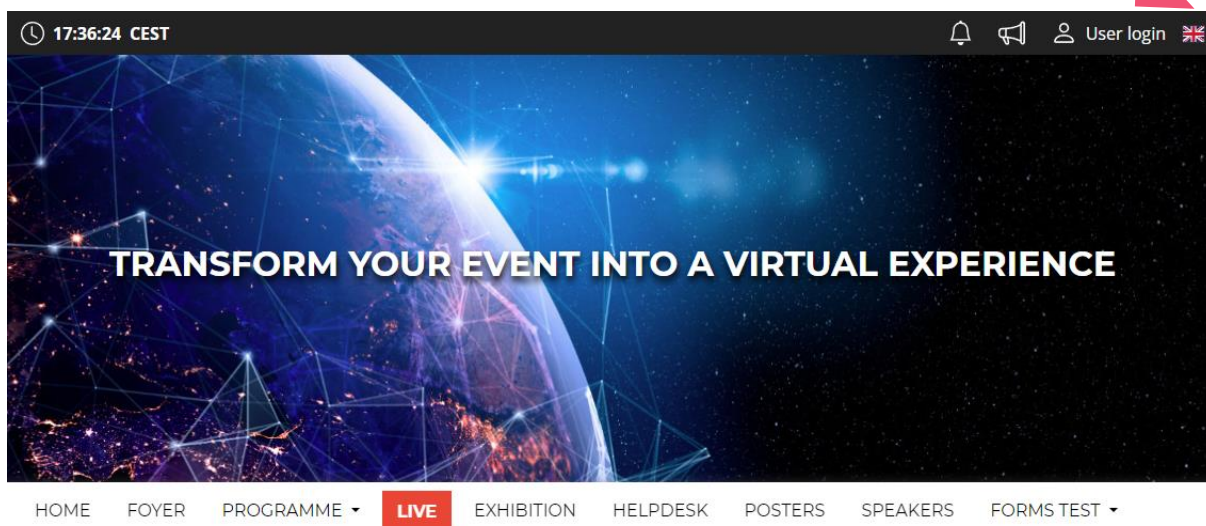
How to work with the WCIM Congress Platform

Important information:

- Visit the congress platform available here: <https://wcim2024.gcon.me/page/home>
- Log in to the platform using the same email address you used to register for the congress.
- Upload your presentation.

Login to the platform:

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



- Log in with your email and password.
- The first time you log in, you will be asked to enter your password, which will be sent to the email you used to registration – you can then change your password in your personal page.

Personal Page:

- Manage your profile under the field with your name – “Personal page”
- Please fill in your personal profile and upload your photo

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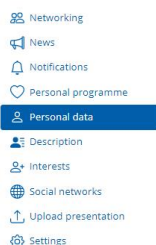




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- On your personal page, you can find:
 - Personal Info
 - Networking
 - News, Notifications
 - Personal Programme
 - Presentation upload
 - Certificates



Titles before:

Firstname:

Surname:

Titles after:

Function:

Company:

Country:

Email address:

Phone:

Networking:

- The “Networking” function enables you to communicate with other speakers and participants.
- Using Networking:
 - You can access Networking by clicking at the “envelope” icon in the top right corner of the screen.
 - You can then search for speakers or participants and send them a message.
 - Feel free to use the platform and communicate with other speakers even in advance before the conference.
 - If you don’t want to be messaged, you can turn off the networking feature in your profile settings.
- We don’t share any contact details or personal information; communication is managed only through the WCIM Congress Platform.

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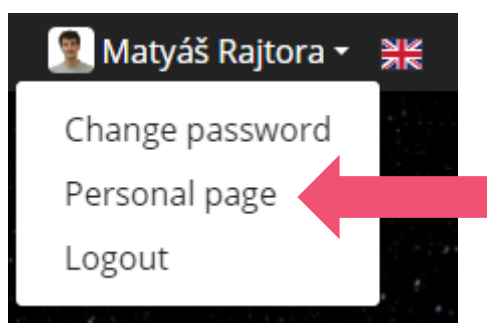
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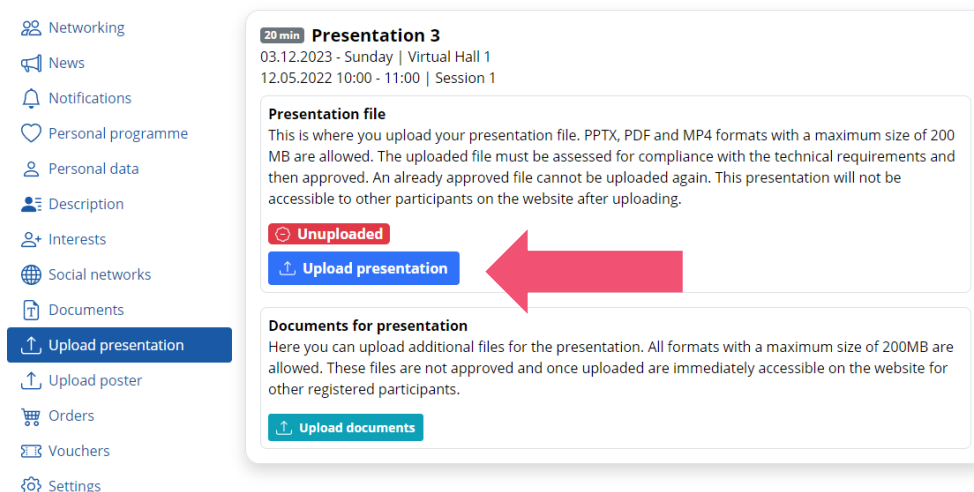
How to submit your presentation on-line

Uploading a presentation to the platform:

- Upload your presentation directly to the platform.
- After logging in, visit the “Personal Page” found in the top right corner under your name.



- To upload a presentation, click on “Upload presentation”.



- Select your presentation file from your computer and upload it.
- The size of the presentation must be no larger than 200 MB.
- Supported file types are PPTX, PDF and MP4 video (older versions of Powerpoint PPT are not supported).
- In case you have saved your presentation in an older version of Powerpoint PPT, please save it again in the new PPTX version. This is possible with newer versions of MS Powerpoint 2013 and above.
- **Deadline for online submission of the presentation - 21 October 2024.**

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

- Once your presentation is successfully uploaded to the platform, your presentation will be ready to present. Always arrive at the hall early and check with the technical staff that your presentation is indeed uploaded.

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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:

Please come to the Speakers Ready Room at least 30 minutes before the beginning of your session with your USB stick/external portable HDD/SSD. In case your speech has been scheduled for the morning session please come to the Session Room one day before the day of your presentation.

Speakers Ready Room is located in South Hall 120 A – located on the level 1.

Opening hours for Speakers Ready Room:

Day	Time
Wednesday, 30 October 2024	12:00 – 20:30
Thursday, 31 October 2024	07:30 – 18:45
Friday, 1 November 2024	07:30 – 18:45
Saturday, 2 November 2024	08:00 – 13:00

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