To all presenters at the International Conference on Cerebral Palsy and other Childhood Disabilities, Stockholm 1-4 June 2016.

Author instructions and submission of your presentations

All types of oral presentation must be submitted before 25th May 2016

Instructions

Presentations, including any videos, shall be sent via WeTransfer. Name your presentation "*Session-code_Day_your name.pptx*". The session code includes two letters indication the type of presentation and two letters for the day of presentation (see table below). For example, the file name could be; *MS_Fr_Anderson.pptx*, or, *FP_Tu_SE1_ Peterson.pptx*. Send it to **eacd2016@kbh.ki.se** using the file transfer service called **WeTransfer**.

Browse to www.wetransfer.com, close the ad for "*wetransfer plus*" by clicking on "*take me to free*", accept the terms by clicking "*I agree*". Click "*Add files*", then type in the e-mail adress in "*friend´s e-mail*" (**eacd2016@kbh.ki.se)**. Write your name and the title of the presentation in the message box and click transfer. See further down for information about embedding videos in the presentation.

Codes for the various presentations

	Letter code	
Keynote	KN	Th, Fr or Sa
Mini-Symposium	MS	Th, Fr or Sa
Panell discussion	PD	Th, Fr or Sa
Controversies	Co	Th, Fr or Sa
Instructional course	IC	Th, Fr or Sa
Free papers	FP	Th, Fr or Sa, and session no 1-14

You can find the day for your presentation (and for free papers also the session number) in the conference programme on the website http://eacd2016.org.

PowerPoint is the conference standard method of presentation. The version installed on the lecture room computers is 2016.

Note that the **Internet connection is not reliable** in all lecture rooms why we recommend that you don't use the Internet in your presentation.

Videos in the presentation

If you want to show videos, it is recommended that you embed them in your presentation. NOTE! When presenting at the conference you will have a slide show control which allows you to change slides and for making animations appear. However, you cannot start videos with this clicker. Therefore embedded videos need to be set to start automatically; chose "autostart" for videos when creating the presentation.

For PowerPoint versions from 2010 and later, the inserted videos will be embedded automatically when saved in the .pptx-format. This means that the videos are stored within the PowerPoint file.

For versions prior to 2010, or if you for some reason need to use linked video files that are stored outside of the presentation, make sure you create an new folder (preferably named "Session-code_Day_Your name"). Put the presentation and video-files inside the folder and link them in PowerPoint. Then compress the folder to a .zip-file; Right click on the folder and choose *"send to -> compressed folder"* to make it possible to send through WeTransfer.
It is recommended not to link to a streaming service like YouTube while Internet connection problems may occur (see "Internet connection" above).

For Microsoft Office support visit: http://office.microsoft.com/en-us/support/
You can browse to PowerPoint "*Add audio or video*" to get more specific information about video and compatible video files.

Speaker preparation room
Adjustments to the submitted presentations can be done in the Speaker preparation room until 4 hours before your session starts. Give the modified presentation to the staff via USB-flashdrive for re-upload to the conference system.

Instructional Courses (IC)
Instructional courses start at 7:00 AM at Thursday and Friday and at 8:00 AM Saturday. They have to be finished at the latest after 55 minutes to allow participants to transfer to the subsequent Key Note sessions. The room is available 20 minutes prior to start.

Free papers (FP)
You will have a total of 8 minutes for your presentation and additional 4 minutes for questions and transfer between speakers. It is very important that you adhere to the schedule in order to provide enough time for the other presenters in your session. A Moderator will be present to prompt you. Details about date and time for your presentation is found in the programme at the conference website http://eacd2016.org.

In order to keep the tight time schedule and to avoid technical problems with the presentations it is NOT allowed to connect your own computer or to use a flashdrive on the computer in the lecture room.

Keynotes, Mini-symposia, Panel Discussions, Controversies
Please find the lecture room of your session in the programme at http://eacd2016.org and follow the instructions for submission of the presentations as described above.

Posters (PO)
The poster format is portrait with width 70 cm x height 100 cm (width 28 in x height 39.4 in). Posters shall be brought printed. Your poster shall be set up in the poster area in the morning of the day it is assigned to (open at 7:30 AM), and be removed at the end of the same day. There will be a spot assigned for you with your poster number. The number can be found in the programme at http://eacd2016.org. Attachement material will be provided from 7:30 AM. You are expected to be present at your poster during coffee and lunch breaks to engage with attendees and answer questions.

Note
This notification letter has been sent to the First Author only, but is also available at the conference website http://eacd2016.org. As the First Author you are responsible for contacting your co-presenters and forwarding any information they need.