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**Prepare your presentation**

1. **Presentation format**

PowerPoint or PDF, ***16:9***aspect ratio. Other aspect ratios are ok but there might be black borders on sides.

Seminar rooms’ PCs have clickers, which you can use to control your presentation.

1. **Naming your presentation**

 Name your presentation using format *Surname\_FirstName\_presentation\_name*

1. **Fonts**

Please use standard fonts*, such as* Arial, Times New Roman, Tahoma. If you use special fonts, please provide them with your presentation for testing or embed fonts when saving your presentation. Avoid using font sizes smaller than **24 pt**. A maximum of 5-7 lines per slide and about 5 words per line will improve the readability of your slide!

**Testing**: Is my font large enough? Open presentation on your PC, check it from 3m distance and see if the texts are readable.

1. **Video**

Generally, .mp4 works fine. A video embedded into Power point will streamline your presentation.

No links or embedding to YouTube or any other streaming services.

Insert and play a video file from your computer:

<https://support.microsoft.com/en-us/office/insert-and-play-a-video-file-from-your-computer-f3fcbd3e-5f86-4320-8aea-31bff480ed02>

1. **Sound**

PC sounds can be played through the room’s sound system using mini-plug connection in computer. Please note, sound through HDMI is not provided.

1. **Cables**

All rooms are equipped with HDMI cable. If your laptop does not support HDMI port, please bring a suitable adapter with you.

**Dropboxlinks for your presentations:**

**101** Joint Meeting (SKY and SAY)

Wednesday 12.11 am

<https://www.dropbox.com/request/6unY2ArIg5goYkQULzay>

**101 ab**

Wednesday 12.11 pm SKY Faltin -honour lecture

<https://www.dropbox.com/request/FOZE29fpKZygU6AejXGW>

Thursday 13.11 Gastro Surgery

<https://www.dropbox.com/request/tSc7tAhrTuutwBLQuu2E>

Friday 14.11 ap Gastrosurgery

<https://www.dropbox.com/request/TYuhk51IIOFzxsJGH6Qm>

Friday 14.11 ip Joint Session “Päivystysgastrokirurgiaa”

<https://www.dropbox.com/request/99IWkDgzM3JW0AUVWz60>

**101cd**

Wednesday 12.11 ip Anestesiology

<https://www.dropbox.com/request/jeU9PxHf7lnQQOA04LNN>

Thursday 13.11 Anestesiology

<https://www.dropbox.com/request/MOUG6kSMZRJzHefyXG7o>

Friday 14.11 Joint Session Anestesiology / Thorax- and heart surgery

<https://www.dropbox.com/request/t4Npv9zKkyrA2lca2ASF>

**102**

Wednesday 12.11 Vascular Surgery

<https://www.dropbox.com/request/MJlinTq7miULrI49i1dQ>

Thursday 13.11 Vascular Surgery

<https://www.dropbox.com/request/an4eX7l8nsibUufdLuWc>

Friday 14.11 Vascular Surgery

<https://www.dropbox.com/request/0ExaHtKz3CB5slOHML8K>

**103a**

Wednesday 12.11 Plastic Surgery

<https://www.dropbox.com/request/UHs5xuZQgO0Md2GoPPxj>

Thursday 13.11. Joint Session Plastic Sugery and Maxillofocial Surgery

<https://www.dropbox.com/request/h9hSf5WjEtnrnkwPzVTW>

**103 b**

Thursdayi 13.11. Thorax Surgery

<https://www.dropbox.com/request/RXyypxSwZMmo8L57RbNz>

**103 ab**

Friday 14.11. am Joint Session “Genetiikkaa kirurgeille”

<https://www.dropbox.com/request/XR4xvf1OF367NtSD7bo8>

**103 ab**

Friday 14.11. pm Urology

<https://www.dropbox.com/request/Pt98ONBl4idK2o2tfCdl>

**201**

Thursday 13.11 Joint Session Hand Surgery and Vascular Surgery

<https://www.dropbox.com/request/ZMSq2QCpbYvpF8EVQZsK>

**204-205**

Wednesday 12.11 Anestesiology

<https://www.dropbox.com/request/rzfnIqGQZJYW3pwWdy4E>

Thursday 13.11 am Joint Session Anestesiology, Pediadric Surgery

<https://www.dropbox.com/request/iHBtl4f5uvAmiDFFwp5a>

Thursday 13.11 pm Pediadric Surgery free lectures

<https://www.dropbox.com/request/jhabJjkhOz49jwae0NtT>

**206**

Wednesday 12.11 Hand Surgery

<https://www.dropbox.com/request/TnToOHdUhpBZnWWeGuUZ>

Thursday 13.11. Hand Surgery

<https://www.dropbox.com/request/YsB5z1zkp7X1mfsWcFMj>

**208**

Wednesday 12.11. Gastro Surgery

<https://www.dropbox.com/request/Jt8EmjdEyk5BNC2QgEJd>

Thursday 13.11. Urology

<https://www.dropbox.com/request/njznZijUcYVXQ1B0ofsz>

**209**

Thursday 13.11. General Surgery

<https://www.dropbox.com/request/gsOXnBuGYR5lBM12hQez>

Friday 14.11. General Surgery

<https://www.dropbox.com/request/hGQu01hvXL6BMbqau3Gu>

**216**

Friday 14.11 Anestesiology

<https://www.dropbox.com/request/LtyeazcS5eqZpJJ3OxcT>