

# Information for Speakers

We kindly ask you to bring your lecture presentation directly to the session room and to upload it to the computer - an assistant will be there in the session room to help you. Please be in the session room 15 minutes before your lecture to assure a smooth upload process.

## File Format

- Please save your presentation on a USB stick in Microsoft PowerPoint 97 - 2016 (\*.ppt, \*.pptx) format, or as a PDF file.
- Please only use fonts available in the standard version of MS-Windows 7. We recommend Arial or Tahoma.  
Should you wish to use a different font, please embed it into your presentation.
- Your layout should be rich in contrast and have a minimum font size of 16 pts.
- Should you integrate pictures into your presentation, JPGs are preferred. GIF, TIF or BMP files are also acceptable. Image resolutions of 72-200 dpi are adequate.
- Should you wish to embed a video, please use the mp4 format.

The media check is located in the foyer opposite of the registration. Here you will have the possibility to check and adjust your presentation before your scheduled time.

## Opening Times:

Wednesday the 21 <sup>st</sup>	08.00 – 17.30
Thursday the 22 <sup>nd</sup>	08.00 – 19.00
Friday the 23 <sup>rd</sup>	08.00 – 16.00

The media check gives you following possibilities:

- to check your presentation/s on the lecture laptops
- to make final changes for your presentation
- the support of technical staff.

**Please save your presentation on a USB stick  
and hand it to the assistant in the session room  
no later than 15 minutes before your talk.  
Thank you.**