

SPEAKER GUIDELINES

Lecturers should deliver and view / check their presentation at the Preview Room at least 2 hours prior to the start of the respective Session.

SPEAKERS PREVIEW ROOM

A Speakers' Preview Room is available at the room Künstlerzimmer – Mezzanine level and is open at the following hours:

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|----------------------|---------------|
| Sunday 20 October | 15:00 - 18:00 |
| Monday 21 October | 08:00 - 17:30 |
| Tuesday 22 October | 08:00 - 17:30 |
| Wednesday 23 October | 08:00 - 15:00 |

Please locate your session room in good time and be there at least 10 minutes prior to the start of the session.

For Sessions starting at 09:00, the PowerPoint presentation should be delivered on the previous day, before 19:00 in order to avoid any delay.

To upload your presentation on the computer provided in the Preview Room please follow the folder structure: /day/room/am-pm/Session. Please make sure you copy your presentation to the proper place. If you have video in the presentation or have difficulties with uploading, please ask help to the onsite technicians.

Presentation format

Power Point™ compatible with Microsoft Office 2016. **Recommended format is 16/9**

Electronic Support

USB only

Videos should be included in your PowerPoint Presentation or at least be in a format that is supported by Windows Media Player. Lecturers are asked to keep their presentations within the given time limits. This is of utmost importance to preserve the session and programme schedule!

In case of using your own laptop, please advise the technicians in the speakers preview room. They will assist you in preparing for this in the lecture room where your presentation will be held.

If you use a **Mac computer**, please make sure to **bring your VGA - HDMI adaptor – no adaptor will be available**.

Is it also recommended that you bring your own laptop as a back-up.

CHAIR GUIDELINES

Please locate your session room in due time and be there at least 10 minutes prior to the start of the session.

It is the chairs' responsibility to start the session on time and that overall session time is kept (no extension!). This is of utmost importance to preserve the programme schedule.

Should a speaker not arrive for his/her presentation, please fill in the additional time with discussion or take a temporary adjournment and continue with the next presentation at the scheduled time advertised in the Final Programme.

All presentations should be in English. Please speak slowly and clearly to help those who are not of English mother tongue

There are microphones on the tables in each session room to facilitate the discussion. Please ask the audience to use them so that everyone can hear the questions

At the beginning of the session, please ask the audience to turn off all mobile phones and pagers

For safety and security reasons, no-one will be allowed to stand in the back of the rooms