



GUIDELINES FOR ORAL PRESENTATION

IMPORTANT FACTS

- Oral presentations are allotted 15 minutes including time for discussion.
- Each session room will be equipped with a notebook and a data projector.
- PowerPoint presentations must be handed in at least 90 minutes prior to the presentation.
- The Speakers Center is located on the first floor in room G104.

PREPARATION OF YOUR POWERPOINT PRESENTATION

- Store all your files in one folder. Please make sure that videos and your presentation are all in the same folder.
- Avoid creating symbols as graphics or using special fonts that are external to your Microsoft PowerPoint or word processing programme since these might be displayed incorrectly. Instead, always use the 'Symbol' function in the 'Insert' menu of your programme to insert symbols.
- Colours: Use light-coloured fonts for texts on dark backgrounds or vice versa. A strong contrast is important for good legibility.
- Legibility check: On presentation mode, your text should be large enough to be easily legible 1.5 m away from your computer screen.
- Microsoft PowerPoint 2000 to Microsoft PowerPoint 2013 versions for PC can be used. Please be aware that presentations made on Macs generally do not run properly on PC. Please visit the Speakers Center to check for incompatibilities.
- The format for presentations is 16:9.
- In your presentation, leave appropriate time for discussion and questions from the participants.



SPEAKERS CENTER

Speakers are asked to hand in their flash drive, containing the PowerPoint presentation (IBM format or compatible, no multisession) preferably one day before their presentation but at least 90 minutes prior to the presentation. The presentation will be transferred to the central meeting server and will be available afterwards on a dedicated meeting notebook in the room of the presentation.

Opening Hours

Wednesday, 29 August 2018 07:30 – 17:00

Thursday, 30 August 2018 07:30 – 17:30

Friday, 31 August 2018 07:00 – 17:00

Saturday, 1 September 2018 07:30 – 13:00

Due to time and technical reasons we kindly ask the speakers not to use their own notebook. Several PC working stations are provided in the Speakers Center where speakers can also work on their PC charts in a quiet area. Technical staff will be glad to assist.

IN THE SESSION ROOM

- Your presentation will be made available on the notebook at the lectern.
- You will be able to remote control your PowerPoint presentation.
- There will be NO Presenter / Speaker View, which includes speaker notes. Only the full-screen slide show will be projected to the notebook as well as to the screen.
- A laser-pointer will be available.
- Double projection will not be provided.
- No changes in your presentation can be made in the session room. Changes can only be made in the Speakers Center.

CONFLICT OF INTEREST

Please note that all speakers are expected to disclose any conflicts of interest on a PowerPoint slide to be shown at the beginning of the presentation.

CONTACT

If you have any questions, please contact fnm2018@cpo-hanser.de.