



INSTRUCTIONS FOR PRESENTERS

We want your presentation to be a success and to provide a trouble-free run of your session for you and your audience. Therefore we will collect and test your presentations in advance.

Please follow these instructions, as you must not use your own computer for the lecture.

Presentation files

We expect your presentation as PowerPoint presentation. The computers at the conference venue will be equipped with Microsoft PowerPoint 2010. PowerPoint 2010 shares the same file format as PowerPoint 2007 (*.pptx). Of course PowerPoint 97-2003 format (*.ppt) is also supported.

Your presentation may include videos and animations; all major video codecs will be installed. Screen resolution will be set to 1024 x 768.

Recommended PowerPoint Settings

- **File Size / Image Compression**
Try to compress the embedded images. PowerPoint offers a "Compress Image" dialog available on the context menu for single images.
You can also apply the compression setting globally inside the "Save File Dialog".
We suggest to setup a resolution optimized for Web/Screen (96dpi)
- **Linked files / videos**
Please ensure that your presentation files also include linked files like videos.
Videos are **never** embedded into the PowerPoint file. Best practise is to store linked files in the same folder as your presentation.
- **Embedded True type fonts**
In case your corporate identity policy enforces a custom font, you should enable the "Embedded True type fonts" option.

We suggest using the "Package for CD/ Folder" dialog in PowerPoint to ensure the correct settings.

Presentation delivery

You can either send us your presentation files in advance per e-mail or you can deliver the presentation at the venue. In any case, we suggest that you bring in also a backup copy to the conference on a second medium.

E-Mail Delivery

- Please send your files to presentation@dgzfp.de. This account is not monitored on a daily base; don't expect any confirmation by us. We can only take account on submissions **before 16th June 2011**.
- Please include the **conference name, presentation title** and your **name** to the email body.
- Please zip your files if the size exceeds 500kB. The zip-file itself should not exceed 30MB. Otherwise we would prefer local delivery at the venue.
- Please don't send self-decompressing archives (*.exe). Do not include executable files at all. These files would be deleted by our firewall.



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Local Delivery

You are requested to provide your presentation as soon as possible, at the latest half an hour before your session starts. We accept your presentation stored on an USB device, CD-ROM or DVD-ROM.

Presentation Desk / Local Support

You will find our local support team on the registration desk. The team will check your files to ensure a carefree lecture. On success your presentation will be copied to the local network and distributed to the notebooks in the lecture hall.

All notebooks at the desk and in the lecture halls are identical in hard-and software to detect any possible issue in advance.

In case of any trouble, we will assist you. We will take care on any detected issue, therefore we strongly advise to bring in your presentation early. The support will answer all your remaining questions. If you have submitted your presentation by e-mail, feel free to ask for its current state.

Of course you will have the possibility to rehearse or overwork your presentations.

Lecturing

To guarantee a smooth flow of the presentations in a session you are requested to meet the session chair in the lecture hall during the last break before your session. Your session chair will provide you with last instructions.

You will already find your presentation files in a linked folder on the desktop of the notebook near/ or directly placed on the lectern. The folder will be named like the session number (e.g. Mo.1). The notebook will be equipped with mouse, presenter and laser pointer.

Presentation time is 30 minutes, which includes 5 minutes for discussion.



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Instruction for Poster Presenters

The poster show is located in the foyer on the 2. floor, in front of the lecture hall. It is open during the complete symposium (from Monday 09:00 h until Wednesday ca. 17:00 h).

On Monday, June 20, 2011 from 17:30 h during the poster and exhibition show you are requested to present the content of your poster contribution to the participants. Snacks will be offered.

You can affix your poster on Monday, June 20, 2011 from 07:00 – 09:00 h.

Please remove your poster after closing of the symposium. Posters which have not been removed will be disposed by the organizer.

The poster board surface is 1,19 m width and 1,47 m height. Your wall will be marked with the poster number (acc. to the programme).

For fixing your poster please use pins.

Please indicate title of your contribution, authors, company, city and country on your poster (writings should be readable from three meters distance).

Please do **not** ship posters in advance, bring them with you on site. There will be not audio-visual equipment the poster area.

Last Minute Programme Changes

The web page <http://www.dir2011.com> will always provide the latest information for you. All programme changes will result in an update of the page.

Please inform on the web page at first.