

## ORAL PRESENTATION GUIDELINES

[Oral presentation guidelines as pdf.](#)

### Uploading your PowerPoint presentation?

For uploading your PowerPoint presentation, you should submit your presentation during the session before your session at the conference site. We will provide a computer with uploading availabilities in front of the room, where your session will be.

*For example:*

Session 1 is between 08:00 and 09:30 AM  
Session 2 is between 10:00 and 11:30 AM

If your oral presentation is in session 2, then you should go to the PowerPoint desk directly in front of the room where your presentation will be during session 1.

We offer you the following options to upload your PowerPoint file:

- A) You should be at your PowerPoint desk at least 1 hour before the start of your session (here session 2). Thus your PowerPoint upload times would be between 08:00 AM and 09:00 AM in this example.
- B) You may alternatively upload your PowerPoint file in the morning of the day of your presentation between 06:30 and 07:30 AM.
- C) For the first session in the early morning, uploading 45 min before start of the session is sufficient. In this case you will have to be at the room of your session at 07:15 AM, since session 1 starts at 08:00 AM.

### How to submit your PowerPoint presentation?

We will provide a computer with **Windows XP** and **PowerPoint 2003** installed. We will install the **PowerPoint 2007 compatibility pack**. However, we would greatly appreciate, if you can save your presentation in **PowerPoint 2003** (or earlier) compatible format.

Your slides will be projected with a projector onto a screen.

It is not possible that you use your own computer for presentation.

## **VERY IMPORTANT!**

It is extremely important that you to bring your presentation on a USB memory stick or CD-ROM. To be on the safe side, we recommend that you bring your presentation on two different media (e.g. on 2 USB stick, or on one USB stick and on one CD in parallel). In our experience, USB stick might be more reliable than CD-ROM.

We will provide the other formats as shown below. However, we cannot guarantee that the other media will work.

We cannot take the responsibility for media formats other than CD-ROM or USB-memory stick. It is your responsibility to bring your presentation to the conference site on USB-media stick and / or CD-ROM. If you want to use any other data format, you should take the presentation in parallel on an intact CD-ROM or USB-media stick with you.

We are not responsible for the content of the PowerPoint presentations shown at the Ehrlich II conference. Each speaker is responsible for the content of his/her presentation.

## **MEDIA FORMATS**

Our computers will have the following possibilities to upload presentations:

USB 2.0 and 1.1 (e.g. for use of an USB memory stick, recommended)

CD-ROM (also recommended)

CD-RW (please do not use this medium, as there are often problems with CD-RWs)

DVD (please use standard CDs instead of DVDs, as CD-ROM might be more reliable)

USB-Card reader (if you like to use memory cards, please bring the USB card reader required for your card)

If you plan to use a memory card (e.g. SD card or SONY memory stick), please bring the associated USB card reader to the conference site. We do NOT recommend this option, as it might cause compatibility problems. We will have a few card readers at the conference site, however, cannot guarantee for compatibility.

### **Please do NOT use VIDEOS embedded in PowerPoint presentations**

Due to the extremely high number of oral presentations at this conference, we **cannot allow videos** in PowerPoint presentations.

In exceptional cases, it may be possible to use your own PC, please see own PC request below.

### **OVERHEAD PROJECTORS**

Some **Overhead projectors** will be available at the conference site. Please contact the Ehrlich II team in the morning of your presentation at the conference site to make sure that your room has an overhead projector available.

### **NO 35 mm SLIDE PROJECTORS**

We will **NOT** provide **35 mm slide projection** system.

### **SOFTWARE OTHER THAN POWERPOINT**

Our preferred software for showing slide presentations is **Microsoft PowerPoint**. We will have **Adobe pdf reader** installed on our conference computers, if you prefer not to use PowerPoint. Additionally, a web browser (**Internet Explorer** and **Mozilla**) **WITHOUT** internet access will be available on these computers for showing presentations.

### **OWN PC Requests**

For technical reasons, it is not possible to use your own computer for PowerPoint presentation. If it is vitally important to use your own computer, please contact us via email ([bulitta@ibmp.osn.de](mailto:bulitta@ibmp.osn.de)). We will send you an answer within one week. Without our confirmation for an "Own\_PC\_Request", we assume you will bring your presentation on CD and/or USB-memory stick (at least in duplicate).

Own\_PC\_Requests can only be considered until **September 20, 2008**. Requests after this date can not be considered for technical reasons.

### **ELECTRICITY**

The **German electric current** system uses **220 Volt** with **50 Hz**. We cannot provide electric current adapters for other countries. Please bring such adapters for your electronic devices, if needed.