

Presenter Information

Oral Presentations

The conference language is English.

The duration of an oral presentation is 10 minutes, followed by 5 minutes for discussion and transition to the subsequent speaker.

The conference rooms will be equipped with:

- 1 computer with WindowsXP, Office 2000
- 1 data projector
- 1 overhead projector
- 1 35mm slide projector with remote control

Please note:

1. Presenters will not be allowed to connect their own computers.
2. Presenters are compelled to hand in their presentation(s) at the conference office, at latest **2 hours before your session starts.**
3. We only accept presentations handed over in Microsoft Power Point (**.ppt**) or Adobe PDF (**.pdf**) format.
4. We accept presentations on CD-ROM, USB memory sticks, ZIP-100, floppy disks or from your network folder. Since we are equipped with PCs: Please make sure in advance that your data medium is DOS (**not** Mac etc.) formatted.
5. If you have movies, animations or sounds etc. included in your presentation, use the function "Pack&Go" (or "Package for CD" in Office 2003).
6. If you intend to bring your presentation on 35mm slides, please inform us in advance.

Interactive Poster

Interactive Poster Presentations consist of

1. A 2-day poster exhibition in the Conference Centre (Monday 12.7 + Tuesday 13.7, or Wednesday 14 + Thursday 15.7, respectively) plus
2. an oral presentation of 2 minutes, followed by 2 minutes discussion in one of four parallel poster sessions on Monday 12.7, Tuesday 13.7 or Wednesday 14.7.

Please note:

- For the oral poster presentations, a single overhead projector only (i.e. **no** beamer/data projector) is at your disposition.
- Posters should furthermore be prepared according to the instructions given below

Poster Exhibition

- Posters should be designed in DIN-Ao - **portrait** format and written in English. Maximum size (height * width) is 180 * 120 centimeters.
 - Please use font and figure sizes that can be read from a reasonable distance.
 - Posters should have the same structure as outlined in the abstract submission guidelines, i.e. introduction, methods, results, discussion, conclusion.
 - Posters should be mounted before 11 o'clock. The day depends on the programme: Monday for interactive poster sessions i1 to i8, poster exhibition and late submissions, Wednesday for interactive poster sessions i9 to i12.
- Each poster will be assigned to a poster board, and tacks to mount the posters will be available.