



Guidelines for Powerpoint Presentations

PowerPoint is the only communication tool available in all session halls. Overhead projection, slide projection or flipcharts is not available.

1. Speakers are kindly asked to observe that only computers provided by the congress may be used for showing your presentations. All PowerPoint presentations must be handed in at the preview centre.
2. All presentations are loaded into a PowerPoint handling system that will store and distribute your presentation to the session hall in time for your session.
3. All PowerPoint presentations should be handed in at least 2 hours before the session starts.
4. Please check your presentation carefully on the preview room computer assigned by the staff before the final sign off.
5. The professional staff of the preview centre will load your presentation into the system so that it will be available on the computer in your session hall when you come to speak.
6. If you are doing more than one speech during the congress, you may upload all your presentations at the same time, and they will be sent to their corresponding session halls at the time of your sessions.
7. The PowerPoint handling and distribution system is optimized for MS PowerPoint 2016 (Office 2016) and “*.pdf” (Adobe Acrobat)-files. The uploading of “DVD-Movies” is not supported.
8. The supported data media are: CD, DVD (as Data-storage-medium) and USB-Memory (Stick). All needed files - also the movie files!!! – have to be on the data media. Presentations can also be taken off speakers’ notebooks at the Preview centre.
9. The fonts that are used in the presentations should be „Latin-based fonts“. If the speaker needs special fonts, they should be stored as „embedded fonts“ with the presentation (File -> save as „name of presentation“ and under „tools“ ->save options mark the checkbox „embed True type fonts“ and select „embed all characters“).
10. When using mathematical symbols please use these which are available under Latin fonts (Unicode or DOS: Western Europe). These can be shown without any problems in Office 2016.
11. Presentations should be saved as „*.ppt“, “*.pptx” (= PowerPoint) or „*.pps“,*.ppsx“ (=PowerPoint Slideshow) – file and movies might be separate files on the data media (if not embedded).
12. Due to the requirement given out by the organizer all computers and projectors will be set up and optimised for 16 : 9 ratio (mostly 1920x1080 resolution). Please catch up these specifications to have a well-prepared presentation.

These guidelines should be seen as a matter of improving the effectiveness of the “Slide centre-Solution” and as a consequence should result in high speakers’ comfort.