

## **Technical Guidelines for Authors and Presenters**

### **Oral sessions**

The presentation should be prepared as PDF, MS Office PowerPoint in format 4:3 or 16:9.

A presentation notebook with a PDF reader and MS Office PowerPoint and a laser pointer will be provided in the lecture hall. The use of personal notebooks is possible upon early agreement. However, this is not recommended as it may interrupt the flow of the programme in the lecture hall.

To guarantee a smoothly running programme, please upload your presentation at least half an hour before your session starts, either early in the morning or during the longer coffee or lunch breaks. Please use a USB flash drive that is not protected by any software.

Time slots for oral sessions are 20 min. Please prepare a **15 min presentation** to have **5 min** remaining for the **discussion**.