



## Instructions for Poster Presentations

The Poster Exhibition is scheduled from Monday to Wednesday (25 – 27 August 2014).

### Set-up and take down time

Set-up from: Sunday, 24 August 2014, morning

Please install your poster at the poster board marked with your poster number. Adhesive double-sided tape will be provided on-site. We encourage providing A4 or A3 copies of your poster for distribution to interested readers.

Take down from: Wednesday, 27 August 2014, 16:00

Posters which are not removed by Thursday 11:00 will be disposed of.

### Poster Exhibition Venue

The Poster Exhibition will take place in the Arkadenhof (arcades of the inner courtyard) on the ground floor of the conference venue.

Each poster is assigned to one of four Poster Sessions which take place during one of the coffee breaks from Monday to Wednesday. Please stay close to your poster during your assigned Poster Session.

### Poster presentation guidelines

Size of Posters: DIN A0 - maximum 84.1 cm (wide) x 118.9 cm (high)

Please state the title and the authors at the top of your poster.

Please indicate the presenting author if different from the first author.



## Instructions for Oral Presentations

You can find the session in which your presentation is scheduled on the website of the conference and in the conference program. Please make your presence known to the session chair at least 10 minutes before your session starts and be present during the entire session in which your presentation is scheduled.

### Length of presentation

The time allocated for contributed presentations is **15 minutes**, plus 3 minutes for discussion. The length of invited presentations is determined by the respective session organizer. We kindly ask you to stay within the time limit in order to give the other speakers enough time for their talks, and to give the audience the opportunity to ask questions.

### Preparation of presentation

The computers used for presentations are equipped with Windows 7 and the following software: Java 2 Runtime Environment SE 7.0 Update 51, Microsoft Office 2010 Professional Plus (including PowerPoint), OpenOffice.org 3.3, CutePDF 2.8, VLC Media Player 2.0.2, QuickTime Alternative 3.2.2, Adobe Reader 10.1.3, 7-Zip 9.20, Adobe Shockwave Player 11.5.10.620, Adobe Flash Player 11.3.300.265, Firefox 10.0.4

We strongly recommend that you use standard fonts provided by Microsoft Office as this will guarantee full support on our computer systems. For PowerPoint presentations we recommend that you also bring a PDF-version as backup if possible.

### Transfer of presentation

All invited and contributed oral presentations will be using computers provided by the conference organization. No personal laptop or notebook computers will be allowed for invited and contributed oral presentations.

The presentations can be uploaded to the computer of the respective lecture hall in any break prior to your session. A 'Helper' will assist and assign your file to the correct session folder. At that instance quickly check your presentation.

We recommend that you have a backup copy of your presentation on your own memory stick available during your session.

### Equipment in the presentation room

All conference rooms are equipped with the following:

- One stand-alone computer
- One projector
- One wireless microphone
- One laser pointer