

Instructions for Speakers

- Your presentation should last a maximum of 22 minutes, including discussion (18 minutes for the presentation and 4 minutes for discussion). Prepare your presentation as a PowerPoint file or PDF.
- Please bring your own laser pointer or presenter device.
- Please be in the room 10 minutes before your presentation.
- The rooms are equipped with a Windows computer with a USB port. You can use PowerPoint and PDF files on the computer.
- You can transfer the presentation files to the computer before the event.
- Alternatively, you can also show your presentation from your own computer—this way, you are familiar with the hardware and software. The rooms are equipped with an HDMI cable. If you use an Apple device, please bring a suitable adapter with you.
- You should bring your computer with you as a backup anyway.
- If the session chair does not appear for the session, the first speaker listed will take on the role of session chair.

Instructions for Session Chairs

- Arrive in the room 10 minutes before the session begins.
- Bring your laptop with you as a backup.
- If there are fewer than 4 speakers, the time limit remains 22 minutes.
- If a presentation is canceled, take a 22-minute break.
- Give the speaker a signal after 15 minutes. End the presentation after 20 minutes at the latest.
- Ensure that only individual questions are asked and not large groups of questions. Several listeners should have the opportunity to ask questions.
- Stop the discussion after 22 minutes and refer to the opportunity for discussion during the breaks.
- Conference assistants are available in all rooms to ensure that everything runs smoothly. If this assistant is not present, please call +49 521 106 5202 (office hours 8:00 a.m. to 4:00 p.m.) in case of technical problems.