

Presentation Symposium

Please consider the following guidelines when creating your **presentation**:

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| <ul style="list-style-type: none">• Language Presentation and lecture: German / English (for all non-German speakers) | <ul style="list-style-type: none">• Format: at least PowerPoint 2016, Keynote, Office 2016 for Mac preferred 16:9 | <ul style="list-style-type: none">• Technical equipment on-site: PC (Win10/11) or Mac OS |
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- We kindly ask you to save your presentation on a USB stick and to hand it over to our AV assistant on-site at your earliest convenience (two hours prior to your scheduled presentation at the latest). The opening hours of the media reception will be published in good time on the Congress homepage.
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- All graphics have to be embedded in the presentation and should not be linked.
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- For presentations with audio or video clips (video files should be in the common formats (codecs) H.264, MPEG-2, MPEG-4 (DivX, Xvid) and Windows Media as well as in the containers AVI, MPG, MKV, WMV, MOV or MP4), make sure that they are also present on your data carrier.
 - If you use special fonts, please also save and submit them.
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- Please keep to the **allotted speaking time** during your presentation. The discussion time is not scheduled directly after your presentation, but following the entire session.
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