



Instructions for Presenters

Oral Presentations

Important Changes:

All presentations in room R 1.003 are moved to room R 0.009.

All presentations in room R 0.007 are moved to room R 0.010.

1. The preparation room is located in **R 0.053**, in building R, ground floor of the Munich University of Applied Sciences (Fachhochschule München), Hess Street.

2. Speakers should check and upload their presentations in the preparation room not later than three hours before the relevant session. For speakers presenting in the first session in the morning, it will be necessary to upload your presentation the evening before.

3. Accepted data storage media are CD/DVD or USB devices.

4. The preparation room will be open

Check in for the Workshops at	Saturday	8.00 - 12.00
Check in for the Conference at	Sunday	10.00 - 17.00
	Monday	7.30 - 18.00
	Tuesday - Friday	8.00 - 18.00

5. The software used for the presentations will be Microsoft PowerPoint 2003. We recommend your presentation be provided in an MS PowerPoint version not older than 2000.

6. For 15 minutes presentations please prepare 10 minutes for your presentation and allow 5 minutes for questions and discussion. Keynote speaker will have a total of 30 minutes and should allow at least 5 minutes for questions and discussion.

Poster presentations

Posters may be no larger than 95 cm high and 84 cm wide. Size A1 is recommended.

All posters will receive a number and will be hung according to Track and sessions. Please find your number in the poster area and place your poster there.

The poster presentations have been divided into two groups-Monday and Tuesday (Group 1) and Wednesday and Thursday (Group 2).

If your poster belongs to **Group 1** (Monday and Tuesday) please hang your poster on Monday morning and leave it up for the two days of Group 1. Please remove your poster on Tuesday evening or Wednesday morning, at the latest before 8:15.

Group 2 posters can be put up at 8:30 Wednesday morning and will remain up until Thursday evening.

Be at your poster

Group 1:	Monday and Tuesday	16.00 – 17.30
Group 2:	Wednesday	12.30 – 14.00
	Thursday	16.00 – 17.30



Please check the Program timetable for the exact times of your Track's poster session. It is desirable that you be present at your poster during the poster discussion times to answer questions. All posters must be removed before Friday, 17:00. Any poster remaining after the end of the Congress cannot be returned. If you have any questions, please come to the poster desk in front of **Room R 0.052**. We will also have tacks and tape available.