



BERLIN 2017 • GERMANY • SEPTEMBER 13-16

## GUIDELINES & INFORMATION FOR SPEAKERS, CHAIRPERSONS AND POSTER PRESENTERS

**Speakers Room/Preview room: GLIENICKE ROOM**

**Opening Hours Speakers Room/Preview Room:**

Wednesday 13 September 2017	15.00/19.00
Thursday 14 September 2017	06.45/18.00
Friday 15 September 2017	06.45/18.00
Saturday 16 September 2017	15.00/19.00

**If you are a Chairperson:**

Please locate your session room in due time. Please be at your session room at least 15 minutes prior to the beginning of the session.

We may remind you that speakers need to strictly observe the time schedule. Participants in the discussion should not speak before they are recognized by the chair and must first clearly state their name, institution and country of origin.

**If you are a Speaker in a session:**

1. Please locate your session room in due time. Please be at your session room at least 15 minutes prior to the beginning of the session.

2. Speakers should deliver and view/check their PowerPoint presentations at the Speakers Room/Preview Room at least 2 hours prior to the beginning of the respective session for organizational reasons. For ICLs, the PowerPoint presentations should be delivered the previous day.

Presentations must be prepared in PowerPoint and provided on a USB-removable drive. If any Macintosh Keynote presentation, please contact the staff at the preview area.

To avoid any delays, speakers are kindly requested to hand in their PowerPoint presentations on an electronic support (USB).

Failure to check in presentations on time may result in them being unavailable for projection when required.

Technical personnel will be available in the Speakers Room/Preview Room to assist you with loading your presentation.

Presentations will be transferred from server to the session room electronically. Speakers are not permitted to take PowerPoint presentations directly to the technical assistant in the session rooms.

The use of personal laptops for presentations in the session is strictly prohibited.

Protection of copyright will be guaranteed.

Please note that presentation time is strictly limited, no exceptions. Time your presentation carefully according to the time dedicated in each session.

Microphones for discussants will be available in each session room.

