

SPEAKERS' GUIDELINES

Dear Speakers,

In order to prepare your presentation in the best possible way we kindly ask that you read the instructions and guidelines below carefully.

Conference Venue:

Maritim Hotel & Internationales Congress Center Dresden

Ostra-Ufer 2

01067 Dresden, Germany

Submission of presentation:

To enable the staff to handle the technical aspects in an efficient way, all presentations should be prepared according to the guidelines below. It is essential that:

- the **correct format is used** (see below)
- the presentation has to be handed in on time directly at the session room: **latest** during the break before the respective session starts

Please submit your presentation via one of the following medium:

- CD ROM (CD-R/RW), DVD-ROM (DVD-R/RW)
- USB memory stick

Save all files associated with your presentation (PowerPoint file, movie/video files etc.) to one folder/location. We recommend saving videos and graphics and pictures separately on your CD ROM or USB stick. In case of problems we can re-insert the originals.

In the case you have more than one presentation during the conference, save the different presentations in different folders and name them clearly to avoid any on-site misunderstandings and problems.

Always make a backup copy of your presentations and all associated files and save them on a separate portable medium by yourself.

Session Rooms

Each session room is equipped with:

- Video beamer
- Lectern with microphone
- Laptop with operating system Windows 7
- Remote control for PowerPoint

Presentation Format

Please use Microsoft PowerPoint 97-2013 (*.ppt/*pptx), OpenOffice / LibreOffice 1.0 – 3.5 or Adobe PDF to guarantee your presentation will open successfully on an on-site PC. If you use MS PowerPoint, we recommend that you save your PowerPoint presentation using .ppt/pptx-format and not .pps/ppsx.

All presentations will be presented in a resolution of 1024x768 pixels (landscape, 4:3).

CESBP/BauSIM 2016

September 14 – 16, 2016

Dresden, Germany

Please use high contrast lettering and fonts with a minimum size of 16pt and high contrast layouts like light text on dark colours.

Pictures / Videos

JPG images are the preferred file format for inserted images.
GIF, TIF or BMP formats will be accepted as well.

Because of the many different video formats support cannot be provided for embedded videos in your presentation; please test your presentation with the on-site PC several hours before your presentation. Generally, the MPEG-1, WMV and MPEG-4 format should work with no difficulties. The file size should not exceed 150 MB.

Movies or videos that require additional reading or projection equipment (e.g. VHS cassettes) will not be accepted.

Fonts

Only fonts which are included in the basic installation of MS-Windows 7 will be available (English version of Windows). Use of other fonts not included in Windows can cause the wrong layout / style of your presentation.

Suggested fonts: Arial, Tahoma.

If you must use different fonts, these must be embedded into your presentation.

Other Information

Speaking time:

Plenary session A- 01, A-02 - Speaking time is 30 minutes plus 10 minutes discussion.

Plenary session A- 03 and Oral Talks- Speaking time is 20 minutes plus 10 minutes discussion.

We kindly ask you to keep strictly to this time limit.

Kindly be at the session room at least 15 minutes before the session starts to meet the chair and familiarize yourself with the technical and other equipment.

Using your own laptop for presentation is NOT possible.

In case you have a question or remarks feel free to contact us.

Congress Secretariat CESBP/ BauSIM 2016

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