

## ORAL PRESENTATION GUIDELINES

- The oral sessions take place in the rooms EI 7, EI 8 and EI 9, located in the Neues Elektrotechnisches Institutsgebäude, Gußhausstraße 27-29.
- Each room will be equipped with a laptop, a LCD projector, a laser pointer and a microphone.
- On the provided laptop Windows 7 will be running together with MS Office 2007, Adobe Acrobat Reader 9, (OpenOffice 3.2, Windows Media Player 12, Flash player 10, Quick Time 7.6, VLC 1.0.5). Possible presentation formats are thus PowerPoint and PDF. In case of PowerPoint use common fonts (Arial, Times, Helvetica) in order to avoid font compatibility problems, or alternatively use the "Pack and Go" option (in PowerPoint 2007 under Publish → Package for CD). Embed fonts in your presentation document whenever possible.
- Please contact the technical assistant at your session room to upload the presentations prior to your session (during a break, lunch, etc. but latest 15 min before the start of your session). For the upload provide the presentation on a USB stick or CD/DVD.
- To avoid losing time during the sessions you may use your own notebook only in the exceptional case that you need special software. In this case you must test your laptop at least before the session (during a break, lunch, etc.). Please contact the technical assistant at the session room to coordinate a time for this. Note that, if you want to use an Apple notebook then be sure to bring your own VGA-adapter. Also make sure that your laptop can deal with the electricity in European (230 volts and a frequency of 50 Hz). To be on the safe side we recommend that you bring your presentation also on an USBdevice.
- Please refer to the programme for when and where your presentation is scheduled and arrive at least 15 minutes before the start of your session. Please make yourself acquainted with the session chairs
- Presentation time is critical. All speakers are therefore kindly requested to strictly observe the allotted presentation time. Each session will be attended by a chairperson who will monitor the time, signal when there are few minutes left to present and prevent speakers from going over their time limit.

## POSTER PRESENTATION GUIDELINES

- The poster sessions take place in the Prechtl-Saal, main building, Karlsplatz 13. This is different from the building where the oral sessions will be held and can be reached in about 7min walk.
- The provided poster boards give place for posters of size up to A0 portrait orientation; i.e. 841mm x 1189mm.
- You will be assigned a poster board indicated by a number. Please refer to the student volunteers and the overview map on site.
- Tapes for attaching the posters on the boards will be provided.
- Please refer to the program for when and where your poster session is scheduled.
- Posters should be in place before your session starts. To help you hang your poster in the assigned location student volunteers will be on hand:
  - Dreiländertagung: on Thursday, July 1, from 15:15 to 16:00
  - Commission VII: on Monday, July 5, from 12:45 to 16:15 and on Tuesday, July 6, from 8:15 to 14:00
- It is expected that you are present while your poster is up.
- Posters need to be removed at the end of each session. Any posters left will be removed by the organizers.