



As of 09.02.2009

## PowerPoint / presentation guidelines: 52nd Symposium of the German Society of Endocrinology

PCs will be available in the Media Check room, where you can view and check your presentation for the last time before your talk. You will need to hand in your presentation at least one hour in advance to the technical officer at the Media Check-in Desk (*MedienCheckIn-Raum*). The desk is located immediately to the left of the Giessen Congress Hall main entrance. After this last check you must hand in your presentation to the technician where your lecture is being held at least 30 minutes before begin, when possible during one of the breaks. You can hand in your presentation on a USB stick, CD or DVD. If you are travelling with your own laptop or notebook, there are USB sticks available to transfer your presentation to our system.

### **Please note:**

If your presentation does not exclusively use standard fonts (Arial, Times new Roman etc.), please make sure you supply these fonts in the "TrueType Font" format! This applies especially to user of the Mac version of PowerPoint.

The simplest way to do this is to ensure that when you save your PowerPoint presentation, PowerPoint also saves all the fonts you have used. To do this, open the File menu, and click Save As. In the Save As dialogue box, click Tools and then Save Options. In the Save Options dialogue box, activate "Embed TrueType Fonts" and then select "Embed all characters". Then click OK to confirm und save the presentation.

If you have embedded videos in the PowerPoint file, the video should be available in MPEG1 or wmv format. If you are using any other format, we need to be provided with the video codec and will require a 2-hour window before your talk to check the presentation runs smoothly and resolve any hitches that may occur.

For presentation navigation, the auditoriums and lecture rooms all come equipped with a cable keyboard and mouse, as well as a wireless mouse.

If you are using specific multimedia formats for your presentation (e.g., 16:9 format, etc.), please let us know as far in advance as possible to allow us to make the requisite technical arrangements.