Notes to Speakers Using Digital Projectors

In order to ensure smooth-running paper sessions with respect to digital projection, the following should be taken into account:

A PC and a digital projector will be provided in each of the session rooms.

The PCs will run Microsoft PowerPoint 2016 (Version 16). If a presentation has been prepared in a different version of PowerPoint, the following problems, among others, may arise: animations may be presented slightly modified, and diagrams or their backgrounds may be no longer transparent. If you use a non-window operation system, please ensure compatibility with windows.

As malfunctions can more easily be avoided if the PC is not exchanged after each presentation, the following procedure has proved of value:

- There will be no exchange of PCs, i.e. speakers’ own PCs will not be used.
- The following data carriers can be read: CD, DVD, USB interface for external data carriers (USB-stick, formated NTFS or FAT32). **ZIP drives** are not available.
- You will have to copy / test of your paper on the PC during the conference before the start of the respective session. To do that, please contact an HVG-DGG assistant at “Media Check” on:
  - Monday till Tuesday all-day

General Notes to Speakers

If an organisation specific or a proprietary font (non-standard for Windows) is used, it has to be made available for a faultless presentation.

Videos other than graphic files are only linked to a PowerPoint presentation rather than embedded. Therefore, videos have to be copied onto the data carrier additionally and re-linked to the presentation at the meeting. Non-standard video codecs should be made available too. According to experience, the most reliable method is to generate a version “Package for CD”. For this purpose, click the Microsoft Office Button of PowerPoint, point to “Publish”, and then click “Package for CD”.

**Speakers should consider** that the presentation time will be shortened if a contribution has not been copied onto the provided PC in advance or use of an own PC is insisted upon, which in turn may lead to a system crash.