



XXXIst International Congress of the ISBT

BERLIN, GERMANY, JUNE 26 - JULY 1, 2010



INSTRUCTIONS FOR ORAL PRESENTATIONS

During the XXXIst International Congress of the ISBT in joint cooperation with the 43rd Congress of the DGTI, which will take place in Berlin, the capital of Germany, from June 26th to July 1st, 2010, **the Speaker Ready Room can be found in the ICC Lounge.**

From this room all presentations will be distributed to the different meeting rooms. Please note: Only PowerPoint presentations made in Microsoft Office XP or earlier versions will be accepted.

Use embedded pictures and animations only; picture and animation links to the Internet or to other files will not be accessible. The overall size of your presentation should not exceed **40 Mb.**

1. When preparing your PowerPoint presentation, please use Microsoft. Most PowerPoint presentations will be made in a resolution of 1024 x 768 pixels. All video/data projectors (beamers) at the Congress can visualize these resolutions without a problem. Use standard Windows fonts only, .24 font size can be read easily. Accepted picture file formats: .JPG, .GIF, .TIFF, .BMP, .HTML. Accepted audio formats: MPEG2 standard resolutions, QuickTime 6 or earlier version, Real player 5 or earlier version.

2. To ensure that the presentations are well prepared, we strongly advise you to bring your presentation to the Speaker Ready Room on CD-Rom or USB stick and check the presentation with the preview technical staff at least 3 hours before your presentation is scheduled. You may also bring your laptop for copying your presentation to the main computer, which will be used for sending the presentations to the different meeting rooms. The use of your own laptop during your presentation is **NOT** possible.

3. Single-, double slide and overhead projections will **NOT** be offered during the XXXIst International Congress of the ISBT.

4. In order for session chairperson's to prepare their sessions we kindly request you to send us your c.v. on one A4 page before May 1, 2010. We will send your c.v. to the chairpersons of your session.

Concluding:

- Only PowerPoint Presentations made in Microsoft Office XP or earlier versions
- No single-, double slide and overhead projections
- No use of your own laptop during your presentation
- Come at least 3 hours before presentation time to the Speaker Ready Room if: your presentation is not yet copied on the main system you want to check your presentation
- May 1, 2010: deadline cv
- Do not forget to register for the XXXIst International Congress of the ISBT (www.isbtweb.org/berlin)

With kind regards,

On behalf of the Congress President, Professor Erhard Seifried

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