ConSoil 2010

Salzburg 22-24 September 2010

GUIDELINES FOR SPEAKERS

Equipment

- All congress rooms are equipped with the necessary computer (notebook on lectern) and projection equipment for electronic presentation.
- In each hall 1 microphone on lectern and 1 headset (speakers choice) plus 2 handheld for Q&A from audience and Chairman
- Laser pointer
- The computers in preview room are Pentium 4 PC's with Windows XP, Office 2007 operating system (three Engl. Keyboard, one German keyboard).
- Progress of the presentation is controlled by the speaker.

Guidelines for the preparation of your Power point presentation

- Your electronic presentation has to be organized in a Microsoft Power Point Presentation file with extension .PPS or .PPT
- Your Power Point Presentations must be **Power Point 2000 or Power Point 2003** compatible.
- Your Power point file should not exceed **500 MB.**
- Use the following file name giving rule: session_your family name.PPS or
  session_your family name.PPT

  Session is e.g. ThS A1, ThS B3, ThS D2, SpS 5, SpS 8
- Do not pack your presentation.
- Please make sure that your presentation does not carry computer viruses or worms or any other malicious file.
- Make sure that your presentation runs on a Windows PC. **Mac formatted CD-ROMS and Mac files cannot be read or used.**
- When bringing your own PC additionally make sure you have a converter 110V to 230V and a VGA adapter (MAC Books only)

Taking your presentation to the Conference Centre

- Take your Power Point presentation with you on USB stick or CD
- We prefer to have only the file of your presentation loaded on your USB-stick/CD. So no other files.
- Please go to the Preview Room to deliver your presentation, preferably on the following dates/times:
- Speakers who have their presentation on the first conference day (Wednesday 22 Sept.):
  - Tuesday 21 Sept. 14.00-21.00 hrs
  - Wednesday 22 Sept. till 11.00 hrs
- Speakers who have their presentation on the second conference day (Thursday 23 Sept.) or on the last conference day (Friday 24 Sept.):
  - Wednesday 22 Sept. from 11.00 hrs
  - Thursday 23 Sept.
- Your file will be sent from the Preview Room to your session hall
- Take your USB-stick or CD with you to your session hall as “back-up in case of emergency”.

Time slot for one lecture

- You have 15 min for your lecture + approx. 3 min of discussion.