

Information for Presenters

1. Each lecture room is a high-tech room equipped with its own computer and a document-camera.
2. Participants will bring their full lecture material on a USB Thumb Drive as a Power Point presentation or a PDF file. The important thing to note is that the material must be PC compatible. No Macs at all, please!
3. A presenter must use the equipment that is provided in a lecture room. No personal laptops or downloads, please!
4. In case a presenter tries to work his/her laptop into his/her presentation, he/she will lose the amount of time spent on this from his/her allotted presentation time (25 minutes + 5 minutes Q&A). In order to be fair to all presenters, unfortunately it has to be this way. The best and only solution: Please carry a PC compatible USB Thumb Drive with a Power Point presentation or a PDF file.
5. Each participant is strongly advised to bring a hard copy of his/her full presentation to an assigned lecture room.

Thanks for Your Cooperation