

General notes on presentation preparation & technical preparation

- Accepted **presentation formats** are PowerPoint and PDF. Not accepted formats are e.g. Apple Keynote etc.
- The **presentation format** is 16:9.
- **Microsoft Office 365 on MS Windows 10** computers will be used during the congress.
- If your presentation slides contain **videos**, embed them in the pptx presentation (linked videos are not recommended!). Common video formats are supported (preferred *.mov / *.mp4).
In order to avoid problems with the display of **fonts**, the use of the following widely spread fonts is recommended: Arial, Courier, Courier New, Geneva, Georgia, Helvetica, Times, Times New Roman. Presentations that use non-standard Windows 10 or Office 365 fonts should be saved with the “embedded fonts” option.
- Please ensure **sufficient size for texts, diagrams, illustrations, etc.**
- It is **mandatory** to add as first or second page a statement outlining any **Conflict of Interest**. Please find a template [here](#).
- Presentations must be hand in **at the media check 1 hr prior** to the beginning of the session.
- There are **no size limits** for the files, but please note that large amounts of data

may take some time. Please allow sufficient time for this.

- Please ensure that you check your presentation for **spelling or other errors** before uploading it at the media check
- Presented content of plenary sessions will be available **on demand** after the event. Please take this into account when structuring the content of your presentation.

On-Site...

... please hand in your presentation at least 1 hour before the session starts at the media check at the venue.

The opening hours are:

- Monday, 29 August 2022: 13:30-16:30
- Tuesday, 30 August 2022: 07:30-19:00
- Wednesday, 31 August 2022: 06:30-19:00
- Thursday, 1 September 2022: 06:30-15:30
- Friday, 2 September 2022: 07:30-13:00

... the use of own laptops for presentation is not permitted.

Contact

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