DGLR International Symposium
"To Moon and beyond"
15-17 September 2008, Park Hotel Bremen, Germany

GUIDELINES FOR THE ORAL/POSTER PRESENTATION

1. **Duration of oral presentation** - the time available for each paper presentation is 15 minutes plus 5 minutes discussion (20 minute presentation slots). To be able to keep to the very tight schedule, it is absolutely necessary that all authors should meet this time limit. Session chairmen are instructed to be very strict about time-keeping in order to give all authors equal opportunities for presentation.

2. **Duration of poster presentation** - the time available for each poster presentation is 5 minutes at the end of the Thursday sessions with the possibility of further discussions in the following breaks. Authors will have the opportunity to present their work (poster content) within three slides.

3. **Pre-session meeting:** In the preceding break to each session, the two chairmen, the speakers of the following session and the technical assistants will meet in the respective session room. All persons involved are kindly requested to attend the meeting! In this meeting, final instructions concerning the following session are given and the presentation material (DVD, CD-ROM or memory stick) is handed over to the technical assistants. Please make sure that your data media are marked properly with your name and with the session number.

4. **Presentation equipment:** The following projecting equipment is available in all session rooms:
    - PC with standard presentation software (Microsoft Office Pro, Adobe Acrobat)
    - Video beamer for presentation via PC, 1024*768 Pixel, by external VGA-interface, display refresh rate <=70 Hz
    - Overhead projector
    - Microphone equipment

Notes for Oral Presentation

Past Conferences have shown that very often the front sizes chosen for inscriptions on power point slides are too small. This makes it difficult for the audience to follow your presentation.

Here are a few tips for designing your graphics:
- Make sure to use light, high-contrast colours when preparing the slides, wherever possible
- The front size used should not be smaller than 20 (including diagrams)
- A clear structure of the presentation will help the audience to understand the core Information of your paper more quickly.
- PC presentation requires a PowerPoint Version 97/2000/XP compatible format.