



## Important Information for ROUND TABLE Presenter

### Presentation Time:

Please note that your workshop time slot is limited to **2 hour including discussion time**.

To ensure a smooth running of events all speakers are requested to strictly stick to the allotted time limits. We thank you for your cooperation.

### Presentation Format & Requirements:

In case you are planning to prepare **presentation slides**, please note following instructions:

Presentation slides are to be prepared **in English** language only and need to be handed in at the **Media takeover room** (Wing G1, Room E.25) at least **2 hours prior to your presentation** on USB stick or a CD-ROM. Presentations held in the first morning time slot need to be handed in the previous day.

#### **Presentation Format:**

Presentations are only accepted as Microsoft Office PowerPoint (at least Windows Vista, Windows 7, Windows 8) Videos and any other media need to be included in your PowerPoint Presentation or at least be in a format that is supported by Windows Media Player.

#### **For Mac Users:**

You are required to bring your laptops or iPads directly to the session rooms to avoid delays.

In case this is not possible for whatever reason, please inform us prior to the congress, so we are prepared (email: [wcm2014@fh-krems.ac.at](mailto:wcm2014@fh-krems.ac.at)).

**All Mac Users have to bring their suitable adapters (Adapter MacBook to VGA) with them!**

### Room set-up:

All lecture rooms are equipped with a beamer, screen as well as a PC.

For round table sessions a presiding table with chairs for all round table presenters at the front of the session room facing the audience is provided, given that the organizers were informed about the exact number of round table presenters.