



## Important Information for WORKSHOP Presenter

### Presentation Time:

Please note that your workshop time slot is limited to **1 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.

The organizers tried to accommodate all requests sent back with the filled in workshop requirements form.

Please note that:

- Only special requests sent back with the workshop requirements form until the given deadline (beginning / mid of May) were respected. **Requirements sent after that date cannot be respected.**
- All workshops were allocated to rooms according to availability and according to the specifications sent.

### Workshop Participants:

Participants registered to the main congress are entitled to attend any workshops they are interested in.

No pre-registrations are required.

The room size is decisive for the maximum number of participants allowed within one workshop. Seats are allocated on a first-come-first-served basis.