



## Audiovisual Information

### Important Information in Brief

Each lecture room will be equipped with a Windows PC and a data projector (1024 x 768) for **PowerPoint presentations** (version of PowerPoint will be 2007).

You can review your presentation at the Speakers Service Centre (SSC), where it must be handed in at least one hour before your session starts.

You will have a remote control to move forward and backward within your presentation (mouse available). Video and audio files must start automatically.

Please note that the timeframe allocated for your presentation has to be exactly adhered to in order to allow attendance by the audience in different rooms during parallel sessions. Chairpersons are requested to be strict in respecting the timeframes.

### Accepted Data Carriers

1. USB memory stick (Windows XP compatible)
2. CD-ROM, DVD-ROM

**Images:** Please use standard picture formats (i.e. .bmp, .jpg, .png, .tif, .gif).

**Movies:** Videos should not be embedded; a copy of the video file must therefore accompany the PowerPoint file. The most common cause of videos to fail is the lack of a compatible compressor (Codec).

.mpg videos are the most compatible, but tend to lose some image quality.

.avi files are preferred. MPEG1, 2 and 4 and DivX, Cinepak, Indeo v 3.2, Microsoft RLE, Microsoft Video and non-/uncompressed also works fine. (please also see the 'Notes for Mac Users').

Please make sure that all movies start automatically (you may have to reinsert them for this purpose).

**Fonts:** Please only use the standard fonts which come with Windows XP. If you prefer to use a special font, please make sure that your fonts are embedded in your presentation (please also see 'Recommendations for the Preparation of Your Presentation').

**Audio:** .wma, .wav and .mp3 audio files work best. Please make sure that they start automatically (you may have to reinsert them for this purpose).

Our technicians usually keep the audio channel closed; therefore please inform the Speakers Service Centre staff that you will need sound.

### Recommendations for the Preparation of Your Presentation

#### Windows PowerPoint 2003 and 2007:

1. Select 'Publish' (2007) or 'File' (2003).
2. Select 'Package for CD'.
3. Under 'Options', deselect 'Viewer', select 'Linked files' (if you are using special fonts, select 'Embedded fonts').
4. Select 'Copy to folder' or 'Copy to CD'.

### **Windows PowerPoint (older versions):**

1. Select 'Pack and Go'.
2. If you are using special fonts, please make sure that they are 'embedded' (Options).
3. Create your own folder in which all files related to your lecture are stored.
4. Save linked pictures, videos, tables, etc. as additional files in this folder.
5. Save the complete directory on a medium (see above).

### **Notes for Mac Users:**

1. Please make sure that the file has either a .ppt or .pptx extension.
2. Create an empty folder and copy the presentation and all linked files into that folder, including images, sound and movie files (before an item is inserted as a link into the presentation).
3. If you use PowerPoint 2004 for Mac, please use the new feature 'Compatibility Report'.
4. Avoid using PICT images, as they do not transfer well into Windows (please also see 'Images' above).
5. Convert .mov files into .avi files. You will get the best results without any compression.
6. Older Mac versions of PowerPoint may use QuickTime transitions. They do not work on a Windows system.
7. If you would like to ensure that your presentation on a Windows PC looks the same as it does on your Mac, please e-mail a sample to [esc@beat-schwarz.ch](mailto:esc@beat-schwarz.ch). You will then receive screenshots which will enable you to verify the correct outcome.

## **Submission of Your Presentation**

Your presentation has to be handed in at the Speakers Service Centre the day before if possible, however, not later than 60 minutes before the start of your session (not your lecture).

Files can be sent in advance (deadline: 19 May 2011) to the following e-mail account:

[esc@beat-schwarz.ch](mailto:esc@beat-schwarz.ch)

Your e-mail should clearly indicate the session title and lecture title. The best indicator is **your lecture number** (NOT abstract number) **in combination with the session title**.

Incoming e-mails will be confirmed and are classified 'undelivered' until confirmation.

## **In the Lecture Room**

1. There will be **no possibility to connect your laptop** in the lecture rooms.
2. There are no overhead or slide projectors available in the lecture rooms as well as no double projection.
3. It is not possible to amend a presentation in the lecture room, neither by the technician nor by the speaker.

## **For Any Technical Questions, Please Contact:**

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