

## Last Minute Programme Changes

The website [www.ndt-aerospace.fraunhofer.de](http://www.ndt-aerospace.fraunhofer.de) will always provide the latest information for you. All programme changes will result in an update of the page.

**Please inform on the website at first.**

## Instructions for Presenters of Oral Presentations

The conference room will provide a notebook running MS Windows XP SP2. Microsoft® Office **PowerPoint** 2007 SP1 will be installed on each notebook. The screen resolution will be set to 1024x768. You cannot use your own equipment; you will have to use the provided notebook.

You will have to **check-in your presentation** at the presentation desk **in the break before your session starts at the latest.**

### *Preparing your Presentation*

#### **Naming**

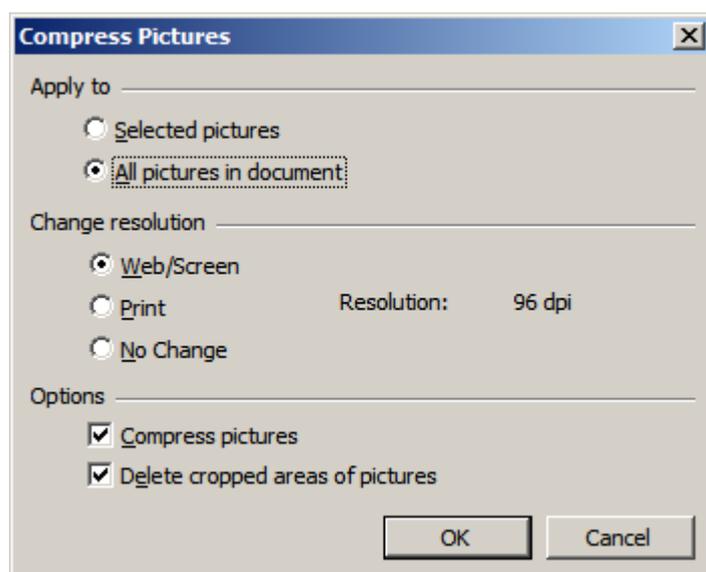
Please name your presentation file properly. Include programme number, family name, first name and version information into the file name.

Example: "07 Smith John V1.PPT"

Please do not use the conference name or city.

#### **File Size**

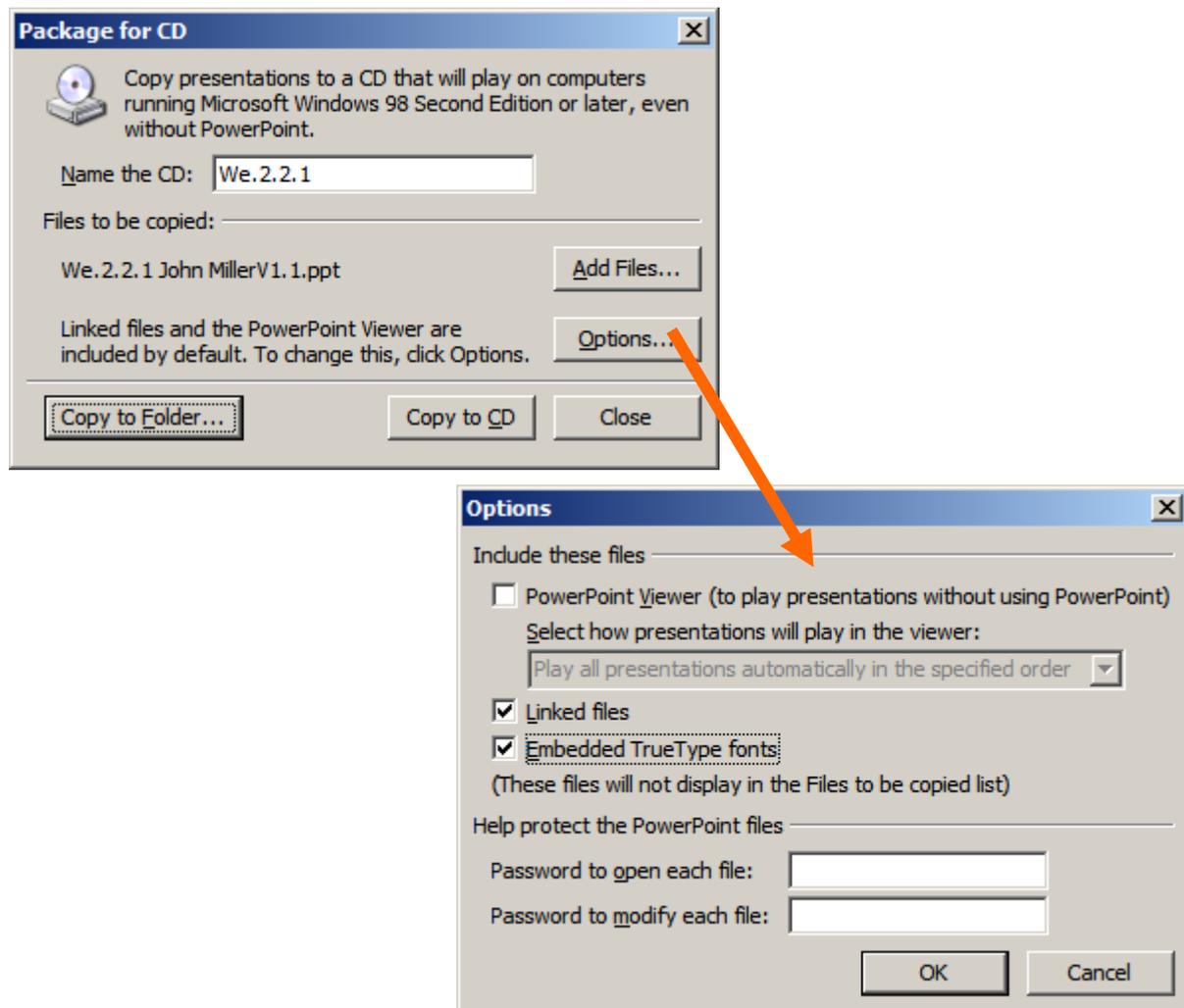
Try to keep your presentation file as small as possible. Note that you can reduce the size using image compression. Right click on an embedded picture, click on *Format Picture*, choose *Compress* and use the following settings:



## Recommendations for an Optimal Display

In order to ensure that your presentation looks alike even on another computer that may not have the font style you are using, we strongly recommend that you include all needed files and fonts to your submission

We recommend using the embedded function *Package for CD* method.



Do not include the PowerPoint Viewer. Do not protect your PowerPoint files!

## Videos

Usually videos work without any problems. To be on the safe side we recommend to convert your videos into wmv-files. An appropriate programme would be Windows Movie Maker.

## Store your Presentation

Please save your presentation/presentation folder on an USB memory stick or burn as CD-ROM, DVD-ROM. **Don't forget to make a backup for yourself!**

## ***Submission of your Presentation***

### **By email:**

You are encouraged to submit your presentation prior to the conference by email. Please follow this advice:

- The submitted version of the presentation is final.
- Please compress your presentation using zip, if bigger than 500kB.
- Do not send a self-decompressing archive (\*.exe). These files would be deleted by our firewall.
- The file must be smaller than 20MB.
- Presentation must be sent before 11/30/2008.
- Please send your presentation to [presentation@dgzfp.de](mailto:presentation@dgzfp.de).
- Don't forget to take your backup to the conference.

### **During Conference**

In the breaks between the sessions you will be able to check-in your presentation at the presentation desk.

You are requested to check-in your presentation at the latest in the break before your session starts. You should provide a copy of your presentation on an USB memory stick, CD-ROM or DVD-ROM.

The presentation assistance staff will assist you copying your presentation to the presentation notebook.

The assistance staff will answer all your remaining questions. You will have the possibility to rehearse your presentations.

### ***Presentation***

To guarantee a smooth flow of the sessions the lecturers are requested to arrive in the conference room and to meet with the session chair during the break before their session.

The presentation time is 20 minutes and includes 5 minutes for discussion.

You will find your presentation already placed on the desktop inside a folder named like the current session.

The session chairs will have further instructions.

***Additional Instructions for  
Presenters of Posters with Short Presentation (5 minutes)***

Posters with short presentation will be presented on Thursday, December 4<sup>th</sup> from 04.00-05.30 p.m.

The lecturers will have only 5 minutes to present their posters shortly.

- The short presentation with at most 3 slides has to be PowerPoint ONLY.
- The short presentation must be mailed to [presentation@dgzfp.de](mailto:presentation@dgzfp.de) before **11/30/2008**.
- All short presentations will be merged into one session presentation.
- Don't forget making a backup for yourself.

**Instructions for Poster Presenters**

The poster area is located in "Wintergarten".

The poster show will be open for two days, from Thursday 4<sup>th</sup> December, 9:00 a.m. to Friday 5<sup>th</sup> December, 4:00 p.m.

Please affix your poster before Thursday, 4<sup>th</sup> December, 9:00 a.m.

The posters must be dismantled on Friday, 5<sup>th</sup> December, after closing of conference.

Posters which are not removed by the author will be disposed by conference staff.

The poster board surface is **2.00 meters in height by 1.00 meter in width**. Posters shall be affixed to the display boards with double faced adhesive tape, which presenters should bring by themselves; pins or other sharp materials are prohibited.

Please indicate title, authors, company and city on your poster (it should be readable from 1-2 meters).

Please do not ship poster presentations in advance; bring them with you on site.

There will be no audio-visual equipment in the poster area.

Congress staff will be present to assist you.

For further questions please contact the conference secretariat [tagungen@dgzfp.de](mailto:tagungen@dgzfp.de).