Please find detailed information regarding oral presentations and poster presentations below.

Oral Presentations

General Information

Oral Presentations will take place in Room 019 in the Lipsius building. Each presentation is allotted a total of 15 minutes, with 12 minutes recommended for the talk and 3 minutes for discussion. For special sessions, the session chairs and presenters will coordinate the exact distribution of the 15 minutes.

A windows PC will be provided for the presentations. Please ensure your presentation is compatible with a Windows operating system. Due to the limited time we have for oral sessions, presenting from your personal computer will not be permitted, unless previously arranged with the organizers.

All presentations should be uploaded via the link below *at least 1 day before the date of presentation*. The organizers will make sure that all scheduled presentations are available on the presentation computer in good time for the presentations.

PLEASE UPLOAD HERE

If you need to make changes to your presentation afterwards, please bring your presentation on a USB memory stick to a student volunteer at the information desk at least 2 hour before your session to replace the file.

Please be present in the session room at least 10 minutes before the start of your session and follow the instructions from the Chairs and/or technical staff.

Tips to Ensure Optimal Presentation Quality and File Management:

- File format: Microsoft PowerPoint PPT(X) or Adobe PDF
- File layout: 16:9 aspect ratio, landscape orientation
- File size limit: 200MB
- **File name format: PresentationDate(DD/MM/YY)_FirstName_LastName (e.g., 050724_Jack_Smith**)
- Image format: JPG recommended, with a resolution of up to 250 dpi for good display.
- Embedded media: Ensure that video and audio files are embedded in the slide presentation.
- Font size: We recommend that you use at least 24 pt as the smallest font size. Avoid using custom or purchased fonts, as they may not be available and could affect the appearance of your presentation.

Poster Presentations

General Information

Poster Presentations will take place in the hall of the Herta Mohr building. Each presenter will be provided with a poster board. The board will be labeled with a number(e.g., **01**) that matches the number on your ID (e.g., D1-AM-**01**). **Please refer to the online program to find your poster session and number. It is recommended that you double -check the final program on the day of your presentation.**

You can put up your poster in the morning or during lunchtime. Fixing material (adhesive strips) will be available in the poster area. Before the start of the poster sessions, student volunteers will be around to assist you with poster mounting. Please note that we provide no facilities for poster printing.

Poster presenters are expected to be present at their posters during the session to discuss their work with interested attendees. For all poster sessions, presenters with odd-numbered posters are advised to be present during the first 45 minutes of the session, while those with even-numbered posters are advised to be present during the last 45 minutes.

Posters should be taken down by the presenters at the end of each poster session and no later than the end of the morning/afternoon of the day of their presentation.

Tips to Ensure Optimal Presentation Quality:

- Poster board size: 125 cm (height) x 100 cm (width); arranged vertically.
- Recommended poster size: A0, 118.9 cm (height) x 84.1 cm (width)
- You have the flexibility to orient your poster either horizontally or vertically within the fixed dimensions, allowing you to choose the best layout for your content.
- It is recommended to use at least 24 pt as the smallest font size.