

Dear speakers of oral presentations.

Following this [LINK](#), you can download the template for preparing your oral presentation. It's a Microsoft Office PowerPoint template. The page format is 16:9. In addition, the download also includes an example to give you an idea of how such a presentation can look like. Please follow the instructions given in this example. The use of the template is optional. But use a page format of 16:9.

When preparing the presentation, please consider:

- The presentation language is English. All texts given in the presentation must be in English, too.
- The length of your presentation is 13 minutes. A common thumb rule: 1 slide per minute. Thus, your presentation should not have more than 13 pages. After the presentation, a discussion of 2 minutes takes place. In total, your presentation slot covers 15 minutes (it's a hard limit).
- We accept only a 16:9 page format.

Frequently Asked Questions (FAQ) and answers related to the oral presentations will be listed here (if any): [LINK](#)

Please upload the PowerPoint file (*.pptx) to our server until **October 1st**, 2023, latest: [LINK](#) (Attention: Poster presentation speakers receive a different link! Don't mix up the links if you have an oral and a poster presentation).

When preparing your presentation, please consider reducing the resolution of embedded images to 300 dpi. Otherwise, the file becomes large, and it takes longer to handle the file when presenting. The format of the presentation slides must be 16:9.

Please use this filename for your PowerPoint file: **DD_TXX_TTTT_ID_vX**

- DD: The day of your presentation. **11** for October 11th (Wednesday), **12** for October 12th (Thursday), and **13** for October 13th (Friday).
- TXX: The session ID (e.g., T14).
- TTTT: The starting time of your presentation. E.g., 1400 for 02:00 p.m., or 0900 for 09:00 a.m.
- ID: The ID of your contribution (e.g., 1100).
- vX: The version of your presentation. Start with 0: **v0**.

And use this name also for the field "Ihr Name" on the server upload page. This helps us to distribute your file efficiently.