

15th TIMS Symposium in Berlin, Germany



Instructions and information for presenters (Informal contributions)

Before the Symposium

1. If you are using presentation slides (PowerPoint), they must be readable and understandable. Please use large fonts (at least 20), use Arial as a font, and take care not to write too much text on one slide. Take account of the requirement that the presentation time is limited to **15 minutes!**
2. Video films and some other types of informal contribution may require more time. If so, please contact the Organising Committee well in advance of the Symposium (April 2019).
3. Make sure that people further away from the screen can read and appreciate figures and schemes.
4. Please be aware that all presentations must be given in the English language. If you have any problems with that, contact the Organising Committee.
5. In order to ensure that files are compatible, use the following formats: Up to Microsoft Office 2003 for PowerPoint, Windows Media Player or Quick Time Player for digital video files. Various types of picture files can be shown as well, among which are JPG, TIF, GIF, BMP. Please bring your files on a USB stick or on CD-ROM or DVD. **Do not use your own notebook equipment unless absolutely necessary** when using divergent formats. This avoids losing time for changing equipment. In order to test the presentation and film/video etc. on our equipment, please submit a short test file to the organizing committee.

At the Symposium

6. Contact the Organising Committee at check-in to confirm that you are ready to make the presentation and indeed require the equipment as previously announced.
7. Please provide the Committee at check-in with your PowerPoint file or video film or digital pictures, if any, to have it installed on the presentation computer. **We will not provide an overhead projector or slide-projector.**
8. Please consult the final agenda to find the session in which your presentation has been scheduled. Please present yourself to the session chairperson well in advance of your scheduled presentation time.
9. You will be scheduled to talk and/or present for about 15 minutes and respond to questions from the audience during an additional time of 5 minutes unless other arrangements have been made in advance. You must stay within the time allotted for your presentation; the chairperson of your session will insist that you adhere to the time schedule.
10. Please do not read your text. Reading it will not be very appealing to the audience and will most likely cause timing problems. Showing illustrations will be very much appreciated.

After the Symposium

11. The Organising Committee will decide on the actual inclusion of informal contributions in the Transactions, which may depend on the nature of the subject and the material provided. After the symposium you will have three months to review your written material (deadline 15 September 2007), if there should be a need to, before re-submitting it for inclusion in the Symposium Transactions. Please ensure that your text meets the same format requirements as with respect to the formal papers and that the figures are of very good quality (see the paper submission instructions on the symposium's website).
12. Please let us know if you withhold your consent and do not want us to formally publish your contributed text, otherwise we will assume your permission.