Speaker Guidelines

Visual presentations should be made electronically using the beamer equipment provided by DESY. All presentations should be provided at least during the break before the session.

Electronic Presentation

All electronic presentations will be made using a PC running Windows XP.
Presentation formats supported will be
- Microsoft PowerPoint
- Adobe Acrobat PDF

The following software will be installed:
- Microsoft Office 2003 Professional
- Adobe Reader
- 7-Zip
- Real Player
- Quick Time
- Internet Explorer†
- Firefox†
- Windows Media Player
- Ghostview, Ghostscript

†**Please note that the presentation PCs will not be connected to the Internet.** Please do not use internet URLs in your presentations – they will not work.

Please also note that there will be no support for Audio direct from the PC.

Presentations should be provided for upload no later than the break before the presentation is scheduled to the scientific secretary
- a USB memory stick or
- a CD-ROM.

During the presentation

The Scientific Secretary will help you with your presentation. Please contact the Secretary before your session starts.

For electronic presentations you will have:
- a keyboard, mouse and an LCD screen on the speaker's desk
- a simple remote control with integrated laser pointer to allow you to change slides

In addition, the Scientific Secretary also has full control over your presentation and may help you at anytime.

Special precautions for electronic presentation

Make sure you prepare your presentation in Landscape Mode, as this best suites the aspect ratio of the beamer.

For PowerPoint files, use only TrueType fonts and embed them as follows:

PowerPoint XP / 2003	1. On the **Tools** menu, click **Options…**, and then click the **Save** tab. 2. Under Save options, select the **Embed TrueType fonts** check box.
PowerPoint 2000	1. On the **File** menu, click **Save As...** 2. Click the **Tools** menu in the toolbar at the top of the Save As dialog box. 3. On the menu that appears, select **Embed TrueType fonts**. 4. Save the file as a PowerPoint Presentation
PowerPoint 97	1. On the **File** menu, click **Save As...** 2. Check the **Embed TrueType fonts** box.

For PDF files be sure to include all fonts when preparing the PostScript and PDF files.