

## Presentation Management / Speaker Service

### First-class presentation technology

The World of Photonics Congress offers all speakers an excellent presentation management system: This software distributes and relays all lectures onto the laptops in the conference rooms and displays the overview of the ongoing program on the information screens inside and outside the rooms. As such, each speaker and her/his presentation can be found quickly and easily.

Each conference room used for World of Photonics Congress sessions is equipped with the complete presentation equipment – that means beamer / screen, laptop & presenter. Own hardware cannot be connected in the rooms. The upload of a presentation at the laptop in the conference room is not possible too. For this reason all presentations must be uploaded in advance or onsite!

### Upload service in advance

All speakers can upload their presentations to a protected server of Neumann & Müller prior to the conference. Personalized upload-Link and login details will be announced until 13th of June directly to all speakers via e-mail.

### Onsite Service: Speaker's check-in as the central hub for all presentations

The speaker's check-in is a central component of the onsite services provided at the World of Photonics Congress. Here speaker can have her/his final lecture uploaded onto the presentation database or have it updated and tested.

### Location and opening times

The Speakers' Check-In is located in the foyer on the **1st floor of the ICM – International Congress Center München**. It will be open during the following hours, with technicians available to assist the attendees:

**Sunday, 25 June 2017 7:30 a.m. – 7:30 p.m.**

**Monday, 26 June 2017 7:30 a.m. – 6:30 p.m.**

**Tuesday, 27 June 2017 7:30 a.m. – 6:30 p.m.**

**Wednesday, 28 June 2017 7:30 a.m. – 6:00 p.m.**

**Thursday, 29 June 2017 7:30 a.m. – 6:00 p.m.**

**In any case each speaker must be reviewed and check her/his presentation in the Speakers' Check-In**, when she/he arrives at the ICM, to certain that the presentation works correct!

It is possible to check or edit the presentation up to one hours prior to the session timeslot.

On the computers in the presentation rooms will be Microsoft Windows 8 with Power Point 2013 installed.

### Guidelines Presentation Formats

- We recommends PowerPoint Presentation for all speakers with a slide ratio 16:9.
- It is also possible to use PDF, Word and Excel files for your presentation.
- We prefer h264 Video in mp4 file container. It is also possible to use (.wmv), (.avi) or (.mov)  
If you are using PowerPoint 2007 or older please do not forget to submit any videos as separate files as PowerPoint will not have embedded them into the presentation
- There is no Internet available on the presentation computers.

### Provided Audiovisual Equipment

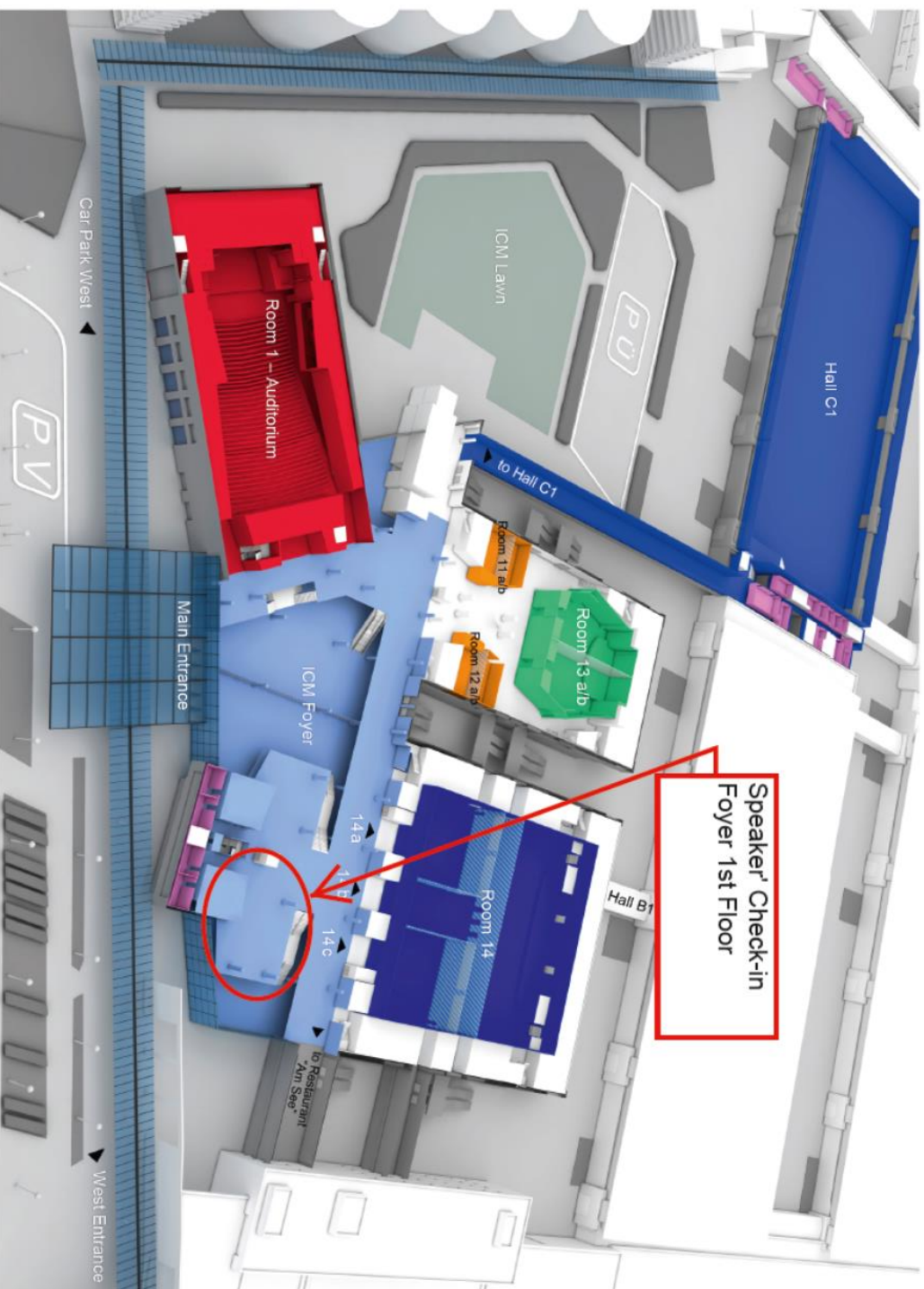
The standard AV meeting package available in each session rooms includes:

- HD Video Projector
- Screen with ratio 16:9
- Laser pointer
- Lectern microphone











### Location of the Speaker Check-In

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# ICM – Internationales Congress Center München FIRST FLOOR



**Speaker' Check-in  
Foyer 1st Floor**

-  **Underground Subway (Messstadt West)**
-  **Taxi**
-  **Wardrobe**
-  **Catering**
-  **Passenger elevator**
-  **Freight elevator**
-  **OB-van parking**
-  **VIP parking**
-  **Meeting rooms**
-  **First Aid**