

INFORMATION FOR SPEAKERS

Guidelines Presentation Formats

- We recommend PowerPoint Presentation for all speakers with a slide ratio 16:9.
- It is also possible to use PDF, Word and Excel files for the presentation.
- For video we prefer mp4 file container with a h264 codec. It is also possible to use (.wmv), (.avi) or (.mov), so they will run properly on the computers provided.
- Apple ProRes videos are not supported by Microsoft PowerPoint for Windows!
- There is no Internet available on the presentation computers.

On the presentation laptops in the conference rooms Microsoft Windows 10 with Power Point 2021 will be installed.

In case if you must use another presentation software, please contact Neumann & Müller who is responsible for the presentation management system: mediacheck@neumannmueller.com

Provided Audiovisual Equipment

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

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