

INFORMATION FOR SPEAKERS

Presentation Management / Speakers' Service

Each conference room used for World of Photonics Congress sessions is equipped with the complete presentation equipment – that means beamer / screen, laptop & presenter.

Please note:

- Due to time limitations, it is not possible to connect the speaker's laptop/hardware device for the lecture directly in the conference room.
- It is also not possible to upload presentations directly to the conference room using the installed presentation laptop.
- For this reason, all presentations must be uploaded in advance to the presentations management system of Neumann & Müller.

Upload Service in advance

All speakers can upload their presentations to a protected server of Neumann & Müller prior to the conference. Upload-Link and login details will be announced until **Mid-June 2025**. Each speaker will get his own account and a link where he can upload his presentation until one (1) hour before session start.

Upload Service onsite / Opening times Speaker' Check-In

Onsite at the ICM, speakers can upload their presentations at the Speakers' Check-In! The Speakers' Check-In is in the foyer on the 1st floor of the ICM – International Congress Center München.

The Speakers' Check-In will be open during the following hours, with technicians available to assist the speakers:

Sunday, 22 June 2025	7:30 a.m. – 6:30 p.m.
Monday, 23 June 2025	7:30 a.m. – 6:30 p.m.
Tuesday, 24 June 2025	7:30 a.m. – 6:30 p.m.
Wednesday, 25 June 2025	7:30 a.m. – 6:00 p.m.
Thursday, 26 June 2025	7:30 a.m. – 6:00 p.m.
Friday, 27 June 2025	7:30 a.m. – 4:00 p.m.

In all cases, and on arrival, speakers must check their presentations at the Speakers' Check-In to ensure that fonts are displayed correctly and, if you are using films, to ensure that they can be played.

It is possible to check or edit the presentation up to one (1) hour prior to the session timeslot.

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.live

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