

Guidelines for Speakers

In order to minimize hardware problems and to ensure a smooth procedure, we provide you with the possibility to upload your final presentation via your personal account:

<http://www.iciam07.ethz.ch/abstracts/authent.php?congres=abstract>.

You can upload your presentation until the 6th of July. It is possible to upload ONE single file for each talk and its size should not exceed 10MB. We support Power Point presentations (*.pps,*.ppt), PDF files (*.pdf) and MPEG animations (*.mpeg,*.mpg). Multiple files for one presentation have to be zipped into a single file (*.zip). After you have successfully uploaded your presentation, refresh the talk-selection window. A link to your talk file will appear in the title and you will get the possibility to delete the file. In every lecture room we provide at least one beamer and a laptop, which will be supported by a technical assistant. The operat-

ing system of the laptops is Windows XP Pro. To minimize time and effort we will download and install your uploaded presentation on the assigned laptop. This is only possible if you upload your talk before the 6th of July.

Speakers who do not intend to upload their talk or want to use their own laptop have to inform the technical assistant in the assigned lecture room. The technical assistant will be in the lecture room 20 minutes before the beginning of the session. During this time the speaker can bring his presentation on a USB memory stick or his own laptop. The technical assistant will then either install the talk or connect the laptop to the beamer.

For security and compatibility reasons we cannot assure that your presentation will be accurately installed and viewable. Therefore we encourage you to bring a backup copy with you to the conference.