



36<sup>th</sup> Congress of the International Society of Limnology  
7 – 10 August 2022 | [www.sil2022.org](http://www.sil2022.org)

## 36<sup>th</sup> Congress of the International Society of Limnology August 7 – 10, 2022, Berlin, Germany

### Guidelines for Oral Onsite Presentations

Dear Speaker,

You will give an oral presentation at the **36<sup>th</sup> Congress of the International Society of Limnology**. Below we summarize some pertinent information and instructions that we would like you to adhere to in order to ensure a smooth course of the congress.

The congress language is English.

The **duration of all oral presentations is 10 min**, followed by 2 min of discussion. You need to stick strictly to this time, in order not to interfere with time allotted to other speakers, and to enable the audience to move between parallel sessions.

#### Speaker Preview Room

Facilities in the Speaker Preview Room at the venue will provide the possibility of:

- reviewing your presentation
- last-minute alterations of your presentation
- support by technical staff
- uploading your presentation to the designated session room

All presentations need to be prepared according to the guidelines detailed below. In particular, it is essential that:

- only supported formats are used
- the day before your session, your presentation is uploaded in the Speaker Preview Room, which is named **B6** and located in the B area of the venue.

The opening hours of the Speaker Preview Room are:

Sunday, 7 August: 08:30 - 18:00  
Monday, 8 August: 07:30 – 18:00  
Tuesday, 9 August: 08:00 – 18:00  
Wednesday, 10 August: 08:00 – 17:30

#### Session Rooms

Each session room is equipped with:

- Video projector
- Speaker's desk with a microphone
- Laptop with operating system Windows 10 or 11 (English)
- Digital laser pointer with a remote control to move slides

#### Supported Presentation Formats

Please use Microsoft PowerPoint 97-2019 (\*.ppt/pptx), OpenOffice / LibreOffice 1.0 – 4.0, PREZI or Adobe PDF to guarantee your presentation will open successfully on an



PC provided on site. If you use MS PowerPoint, we recommend that you save your file in ppt/pptx rather than pps format. The guidelines above also apply for Mac users.

The preferred aspect ratio for slide presentations is 16:9 in all rooms. Aspect ratios of 16:10 and 4:3 will also be possible, although black bars will appear on either side.

### **Embedded Movies or Videos**

No support can be provided for videos embedded in your presentation. Therefore, please test your presentation with the PC in the Speaker Preview Room. In general, the MPEG-4 and WMV formats pose no difficulties. Movies or videos that require additional reading or projection equipment cannot be accepted.

### **Fonts**

Only fonts included in the basic installation of MS-Windows 10 or 11 will be available (English version of Windows). Use of other fonts can disrupt the layout of your presentation. Suggested fonts are Arial, Times New Roman and Tahoma. If you must use other fonts, they should be embedded into your presentation.

### **Transfer of Presentations**

Please submit your presentation to the Speaker Preview Room via a USB memory stick. Save all files associated with your presentation (e.g. PPT file, movie/video files) in a single folder.

When you upload your presentation in the Speaker Preview Room, you will be asked for your consent to upload your recorded presentation to the virtual Congress platform for at least 3 months after the Congress. Presentations lacking consent will not be made available on the virtual platform.

Congress staff will transfer your presentation from the Speaker Preview Room to the corresponding session room. You will easily find your presentation on the laptop installed on the speaker's desk in your session room.

### **Other Information**

- Move slides during your presentation on your own by using the remote control of the provided digital laser pointer (Logitech Spotlight Presenter)
- Kindly proceed to the session room at least 10 minutes before the session to meet the session chair and familiarize yourself with the room and technical equipment
- Preview monitors showing speaker notes will not be provided on the presenter laptops
- Use of your own laptop to give a presentation will not be possible
- As a reminder, all speakers are requested to strictly adhere to the 10 min time limit for their presentation
- Please access the online program [here](#)