

**Doctoral Colloquium:  
Presentation Guidelines**

**Welcome to Hamburg!**

**Congress Language**

English

**Doctoral Colloquium Venue**

University of Hamburg  
ESA Main Building  
Edmund-Siemers-Allee (ESA)  
Hamburg, Germany  
<https://goo.gl/maps/gwLHbuZ6Q2H2>



**Arriving to the Doctoral Colloquium 2018**

Registration for the Doctoral Colloquium will take place at the main University of Hamburg ESA building shown above.

The Registration Desk will be located there and open at the following times:

- Sunday, May 26 17.00-19.00
- Monday May 27 08.00-17.00
- Tuesday May 28 08.00-17.30

On arrival at the above address please make your way to the registration desk to collect your delegate badge (which you need to wear at all times). Without your badge, there is no access to the catering and the venue.

## Speaker Presentations

Session rooms will be open as follows for presenters to upload their presentations:

- Monday May 27 08.00-17.00
- Tuesday May 28 08.00-17.30

NOTE:

**Presenters are requested to copy their presentation on the provided notebook in the session room ON THEIR DAY OF PRESENTATION ONLY, or at maximum 2 hours prior to their presentation.**

**It is recommended that you bring your presentation on a USB memory stick and if possible, also carry a back-up USB version in case one file is corrupted.**

All presentations will be cleared from all computers at the end of each day.

Please note there is no centralized speaker preparation room. Please refer to the Final DC Program available on the conference website for full details of all sessions. Technical staff will be on-hand to assist you in all meeting rooms. Presenters should not provide their own laptop as presentations will be loaded onto the main session room computer.

NOTE:

If there are **movie clips** included in your presentation you must bring the original movie files as well as the PowerPoint file, otherwise your movie clips may not run.

**Presentations must be supplied in PowerPoint (PC/Mac) format.**

All notebooks operate on Windows and Office formats. Wifi will be available in all session rooms for presenter use.

Within each session room you will see a set of folders on the desktop, detailing the sessions taking place that day. Please save your presentation file in the correct presentation folder to ensure that it is ready for your presentation. Our technicians and volunteers will be on hand to help you with this process.

### **Presentation Timing**

Presenters are asked to make their way to the room in which they are presenting a **minimum of ten minutes prior to the start of the session** to allow them to meet the chair of the session. The chair will remind the presenter of their timings before the start of the session.

### **Keeping to Time**

The program contains a number of presentations. It is therefore imperative that the sessions start and finish on time.

Please ensure you keep within your allocated presentation time otherwise the Chair will ask you to conclude.

### **Questions & Answers**

The meeting rooms utilised for the Doctoral Colloquium do not require microphones for presentations and/or the Q&A sessions.

### **Audio Visual Support During Presentations**

There will be technicians/volunteers in the room should any problems occur with the audio-visual equipment. Please seek their support if you require this at any time during your presentation.

### **Photographs**

Please note that some sessions may be photographed for further EMAC promotional use. If you do not wish to be photographed, please contact [emac2019@uni-hamburg.de](mailto:emac2019@uni-hamburg.de)

### **Printing**

There are no printing facilities available during the Doctoral Colloquium. Please ask at the registration desk if you need something printed.