



# Speaker Guidelines

Visual presentations should be made electronically using the beamer equipment provided by the conference centre. All presentations must be uploaded to the presentation server at least the day before the session.

In case you prefer to give your talk using printed overhead slides, please let us know in advance (linac2004@desy.de).

Any other special requirements concerning visual aids should be addressed to the LINAC'04 Publications Team (linac2004@desy.de)

## Electronic Presentation

All electronic presentations will be made using a PC running Windows XP. An identically configured PC to that used in the auditorium will be available in the **Speakers Preparation Room**.

Presentation formats supported will be

- Microsoft PowerPoint
- Adobe Acrobat PDF

The following software will be installed:

- Microsoft Office 2003 Professional Enterprise Edition
- Adobe Acrobat Reader 6
- WinZip 9
- Real Player 10
- Quick Time 6
- Internet Explorer 6<sup>†</sup>
- Mozilla 1.7<sup>†</sup>
- Windows Media Player 9
- Ghostview  $\geq 4$ , Ghostscript  $\geq 7$

<sup>†</sup>**Please note that the presentation PCs will not be connected to the Internet.** Please do not use internet URLs in your presentations – they will not work.

Please also note that there will be **no support for Audio** direct from the PC.

Presentations should be provided for upload no later than **the day before the presentation is scheduled** to the **Publications Office** on either

- a USB memory stick or
- a CD-ROM.

Official opening hours of the **Publications Office & Speakers Preparation Room:**

Sunday	16:00 – 18:00
Monday	08:00 – 18:00
Tuesday	08:00 – 18:00
Wednesday	08:00 – 14:00
Thursday	08:00 – 18:00
Friday	08:00 – 11:00

## During the presentation

The Scientific Secretary will help you with your presentation. Please contact the Secretary before your session starts.

For electronic presentations you will have:

- a keyboard, mouse and an LCD screen on the speaker's desk
- a simple remote control to allow you to change slides (forwards/backwards)
- a laser pointer
- a second LCD screen displaying the remaining time of your talk

In addition, the Scientific Secretary also has full control over your presentation and may help you at anytime.

## Special precautions for electronic presentation

Make sure you prepare your presentation in **Landscape Mode**, as this best suites the aspect ratio of the beamer.

For PowerPoint files, use only TrueType fonts and embed them as follows:

PowerPoint XP / 2003	<ol style="list-style-type: none"><li>1. On the <b>T</b>ools menu, click <b>O</b>ptions..., and then click the <b>S</b>ave tab.</li><li>2. Under Save options, select the <b>E</b>mbed TrueType fonts check box.</li></ol>
PowerPoint 2000	<ol style="list-style-type: none"><li>1. On the <b>F</b>ile menu, click <b>S</b>ave <b>A</b>s...</li><li>2. Click the <b>T</b>ools menu in the toolbar at the top of the Save As dialog box.</li><li>3. On the menu that appears, select <b>E</b>mbed TrueType Fonts.</li><li>4. Save the file as a PowerPoint Presentation</li></ol>
PowerPoint 97	<ol style="list-style-type: none"><li>1. On the <b>F</b>ile menu, click <b>S</b>ave <b>A</b>s...</li><li>2. Check the <b>E</b>mbed TrueType fonts box.</li></ol>

For PDF files be sure to include all fonts when preparing the PostScript and PDF files

*Your LINAC'04 Publications Team 25.07.2004*