



## Terms and guidelines for oral presenters:

- Each oral presentation will be assigned to a session and time slot which will be defined in a confirmation email and indicated in the congress program published on the website <https://food2030.uni-hohenheim.de> under the tabs “Congress” and “Program”.
- **The program offers presentations of 25, 15 or 10 minutes followed by 5 minutes for questions and a discussion which means that we reserved 30, 20 or 15 minutes for your presentation (see program).** Due to tight schedules, session moderators will be instructed to interrupt speakers who will overrun their allocated time. Therefore please ensure that you plan your presentation accordingly.
- The language of the congress and therefore of all talks is English.
- All presentations will be held in Microsoft PowerPoint 2013 on notebooks running on Windows 7. **It's important, for example, that all PowerPoint presentations hold in the room “Audimax” (opening, panels and session B) and within session A should have the format 16:9 and all PowerPoint presentations within session C should have the format 4:3 due to technical conditions in different rooms. Please note that this information is new (so far announced differently at the congress website).** If you are using other software (e.g. OpenOffice, PowerPoint for Mac, Keynote) please ensure your presentation is converted to Microsoft PowerPoint for Windows before you travel to the congress. Presentations in Acrobat PDF format, Word format, Keynote or Prezi are NOT accepted. Do not compress (e.g. zip) or split your presentation into several media formats.
- Use common fonts (such as Times New Roman or Arial) in your PowerPoint presentation to be sure that it displays as expected.

- Do not insert objects or files produced with non-Office applications into your PowerPoint presentation (SPSS, Corel-Draw etc.) because the computer software required for the linkage may not be installed on the notebooks. Please insert such contents as images.
- If your presentation contains videos, please ensure that the videos work and note that sound reproduction is not possible because the lecture halls are not equipped with an automatic amplification system.
- After your arrival at the congress, please check in at the registration desk and bring your PowerPoint presentation on an USB memory stick to our technical assistants at the **Media Office** (signs will show you the way as soon as you will enter the venue). Your presentation will be checked for viruses and performance and transferred to another USB memory stick as well as finally to the notebook in the lecture hall. Please hand it to the technical assistants at the Media Office at the latest **two hours** before your lecture will start. We recommend handing your presentation over and checking the performance as early as possible with the technical assistants. Two technical assistants will be available at the Media Office on both congress days one hour before the beginning of the congress and throughout all breaks.
- It will not be possible to use your own notebook for your presentation, as connecting and disconnecting notebooks will cause delays.
- After the congress, all presentations will be deleted from the USB memory sticks and the notebooks of the organizers so that the data cannot be recovered.

#### **Help:**

If you need help or in case of any questions please write an email to:

[jana.tinz@uni-hohenheim.de](mailto:jana.tinz@uni-hohenheim.de) or [food2030@interplan.de](mailto:food2030@interplan.de)

For further information about the congress please visit:

<https://food2030.uni-hohenheim.de>

**Thanks for your valuable contribution at the  
Congress FOOD2030: Towards sustainable agri-food systems!**

**We look forward to meeting you  
in Stuttgart in September 2018!**