



AUDIO VISUAL INFORMATION FOR YOUR PRESENTATION

Important points in brief:

We would like to inform you that each meeting room will be equipped with a PC and a data projector for **PowerPoint presentations only**. We kindly would like to ask you to hand in your presentation **half an hour before the start of your lecture**, either via floppy disc, CD-Rom, memory stick or zip drive to the appropriate room.

Further details and hints for computer based projections:

1. Preparation

- Store **ALL your files** in a unique folder (especially videos)
- Avoid animations and make sure video(s) play automatically when slide is displayed
- Colours: use light-coloured fonts for texts (white/yellow) on dark backgrounds or vice versa. A strong contrast is important for good legibility
- Legibility check: step back 1,5 m from your computer, the text should be easily readable on presentation mode (if not, you are using a too small font!)
- PowerPoint & **Windows Versions from 95 to XP** may be used

2. How to transport your MS-PowerPoint file to the lecture room

- On CD-Rom, floppy disk, memory stick or zip drive

3. In the lecture room

- Assistants in the room will help you to make your presentation available on the presentation computer
- There will be **no possibility to connect your laptop at the lectern** in the lecture rooms
- No overhead or slide projectors in the lecture rooms; no double projection