

Notes on preparing data for presentations

The following applies to all speakers

All presentations are run using the notebooks installed on site at the Salzburg Congress venue. People bringing their own Apple notebooks must ensure they also bring the applicable adapter (mini display port on VGA or DVI).

All presentations (PPT) should be handed in to the 'Slide Centre', specially organised according to each specific event, at the latest 2 hours before the presentation is due to be given. The data will be copied onto a central computer, sorted according to the order in which material is to be shown, and loaded in the halls in which they are to be seen. Even if you are scheduled to speak several times, the presentations will always be sent to the correct hall from the central computer at the specified time.

Technical details

All computers installed on site have been equipped with the 'Windows 7 Enterprise' operating system and with Microsoft Office 2010 – incl. PowerPoint 2010.

The following data carriers can be used in the 'Slide Centre':
CD, DVD, USB sticks, external USB hard drives.

DVD videos cannot be accepted in the 'Slide Centre' and can only be played directly in the hall in question.

Important!

Video and audio files embedded in a presentation must be stored in a joint file with the respective PPT file. If the video or audio files are missing or redirect to another source file, when played on another system these video or audio files will not be found.

For this reason it is necessary to copy a collective file with all content files (PPT, audio, video) from your data storage device to the central computer in the 'Slide Centre'.

Office 2010 (Powerpoint 2010) now supports a wide range of standardised video formats that can be embedded. However, there are still often problems when playing videos on other systems if non-standard video formats (Codecs) are included. The main problems are with individual video codecs of an unknown source from the internet. These may work on your own computer, but not always on others. Hence, please make sure you have used standardised video formats that can be used with other systems.

The appendix includes a list of the video formats suitable for MS Powerpoint 2010.

If special typefaces are to be used in a presentation they should be saved in the presentation as 'embedded text', so please embed all such characters.

Presentations should be stored as „*.ppt or *. PPTX" (PowerPoint) files. Please avoid so-called Pack&Go formats such as: "*. pps, *. ppsx" (PowerPoint).

Following these guidelines ensures everything works in the 'Slide Centre' and, as a result, goes smoothly for the speaker!

Available video formats in PowerPoint 2010

Windows Media File	ASF; ASX; WPL; WM; WMX; WMD; WMZ; DVR-MS
Windows Video File	AVI
QuickTime Movie	MOV
MP4 Video	MP4; M4V; MP4V; 3GP; 3GPP; 3G2; 3GP2
Movie File	MPEG; MPG; MPE; M1V; M2V; MOD; MPV2; MP2V; MPA
MPEG-2 TS Video	M2TS; M2T; MTS; TS; TTS
Windows Media Video File	WMV; WVX
Adobe Flash	SWF

A **central multimedia facility** is essential for scientific congresses to ensure everything runs smoothly in the individual halls.

Our technicians record the talks and speeches in the media centre, then work together with the speakers to make sure the results serve the desired function and are correctly formatted. Of course, they are also available to make changes at short notice or to assist with the integration of a video into a presentation.

The required presentations are sent via the network to the specified hall using the venue's internally developed proprietary software.

Salzburg Congress **provides speakers with a special pre-event service.**

Presentations can be put online around 1 - 2 weeks prior to the event – and during the event itself.

[to the media upload](#)



Speeches and presentations can be collected and made available for use at a later point in time (e.g. uploaded on to the event's own website), provided the speaker has consented to such use.

Notebook information:

27 x Lenovo ThinkPad

15 x T540p

4 x T520

1 x W510

7 x T500

The Windows 7 Enterprise and Microsoft Office 2010 operating systems are installed on all notebooks. German, English, Spanish, French and Italian are preinstalled in all laptops.

There are another 90 language packages available.

[Support Microsoft language packages](#)

The following programmes are preinstalled on all notebooks:

Acrobat Reader

Mozilla Firefox

Several media players

Tools for processing images, sound and video material

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