

Technical information for speakers:

Information for speakers

All presentations are run on Salzburg Congress notebooks. If you bring your own device, please make sure it has the correct port or adapter for an HDMI connection.

Presentations should arrive at the designated slide centre for media adoption at least 2 hours prior to commencement. Our technicians will work with you to guarantee complete functionality and format compatibility. An internally developed software solution is used to put presentations into the correct order and load them for use in the specified hall.

Presentations can also be submitted online prior to, or during, the event. The upload link can be provided by the organiser.

Technical details

All Salzburg Congress notebooks are equipped with Microsoft Windows 7 Enterprise (multilingual), Microsoft Office 2010 (including PowerPoint 2010), Acrobat Reader, Mozilla Firefox, and use various media players and image, sound and video processing programmes.

Software and fonts required additionally can be installed if we are provided with the necessary details, codes and licenses no later than two days before the event is due to begin.

The following data transfer media can be accepted in the slide centre:

USB sticks, USB hard drives, CD, DVD (data).

DVD videos are not accepted in the slide centre. If you wish to show a DVD video, please contact the media technician in the hall in question.

Microsoft Powerpoint

If you show a PowerPoint presentation with embedded video or audio sequences, please be aware that all of the linked files should be deposited in a joint folder and must be copied into our system in slide centre.

If non-standard video formats (codecs) are integrated into a presentation it may cause problems when they are played. Most problems are caused by video codecs taken from the internet, whose sources are unknown. Please make sure you integrate one of the following embedded video formats

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

If special fonts are needed they have to be stored as embedded text within the presentation (Options -> Save -> Embed fonts -> All signs).

PowerPoint presentations should be saved as *.pptx files.

Please avoid Pack&Go formats like: *.pps, *.ppsx

Please follow these guidelines to ensure all technological aids are compatible and work correctly. This ensures your talk, presentation or speech goes smoothly without any problems.