

# Presentation Guidelines for Oral and Poster Presenters



## Oral Presentations

Oral presenters are kindly asked to plan for an 18-minute presentation, preceeded by a short 2-minute speaker introduction by the session chairman, and followed by 5 minutes for Q&A. Please make sure that the focus of the presentation is on the topic described in your paper and stick to the time limit! Please limit company introduction to two minutes & two slides max! For your presentation slides, use one of the following formats: PPT, PPTX or PDF. There is not a mandatory template, but please lay out the slides in 16:9 format. Please be in the room 15 minutes prior to the start of your session (not your presentation!) and bring your presentation on a USB flash drive so the technician can transfer it to the central presentation laptop. Please avoid bringing your own laptop to present!

## Poster Presentations

The poster session will take place on March 12, 2025, from 3:15 pm to 4:00 pm. Posters have to be formatted to DIN A0 format (84.1 cm x 118.9 cm / 33.1 inches x 46.8 inches). No template is provided for the creation of the poster. The poster must be laid out vertically. The title should appear in letters of at least 5 cm height, the minimum font used should be 18 points. Use bullets charts, equations, photographs, figures, tables etc. to highlight the important technical content of your paper. Please be prepared that the Poster Session Chair will walk from poster to poster and ask each author to have a short 2 minute pitch on the poster topic.

Poster presenters shall bring their printed poster to the conference individually and must hand it in at the check-in counter in the morning of the first conference day, prior to the conference kick-off. Alternatively, it is also possible to have the poster printed by the conference office for a printing service fee of 40 euros. To do this, you would need to log in to ConfTool with your access data and subsequently book poster printing. You can add the poster printing to your existing registration by clicking the "Edit Your Event Registration Details and/or Register for Another Event" option at the bottom of the main page after logging in. If you wish to take advantage of this service, you would need to send your poster to the conference office ([ddmc@mcc-events.de](mailto:ddmc@mcc-events.de)) by **March 6, 2025**, as a PDF file in the original DIN A0 format, with a minimum resolution of 150 dpi. Please leave 3 mm of bleed on all four sides and put crop marks on the printing file. If the file is too big to send via e-mail, please use [WeTransfer](#) or a similar service.