



107. Bibliothekartag

offen & vernetzt

12. – 15.06.2018 | Berlin

Dear Speaker,

In order to support you with the preparation of your presentation, we kindly ask you to follow the guidelines and recommendations.

Media Check

The media check of the Bibliothekartag offers you the following services:

- Possibility to check your presentation on a computer
- Support by our technical staff
- Uploading of your presentation to the server
- Making changes in your presentation

To guarantee a smooth handling of your speech, it is important that:

- The presentation is created in the correct format (see below)
- The presentation is handed in on time at the Media Check: Please hand it in no later than two hours before the start of your session

The **Media Check** is located in the **entrance hall of Estrel Congress Center**.

Opening times of the Media Check:

Tuesday, 12 June 2018 from 09:00 to 18:30
Wednesday, 13 June 2018 from 08:00 to 18:30
Thursday, 14 June 2018 from 08:00 to 18:30
Friday, 15 June 2018 from 08:00 to 12:00

Transfer your presentation

Please hand in your presentation on one of the following media:

- USB stick
- CD-ROM (CD-R / RW), DVD-ROM (DVD-R / RW)

Save all files with your presentation (PowerPoint file, video files, etc.) in a folder. We recommend saving graphics, photos and videos separately, so that the original files can be re-inserted in case of technical problems.

The technical staff will transfer your presentation from the media check in the corresponding conference room. You can start them on the computer at the lectern.

If you have more than one presentation at the congress, please save the presentations in different folders and clearly indicate the respective details (for example: John Smith_12_June_2018). Generally, it is recommended to create backup files on a separate medium.

Congress program

A current program overview with the respective breaks and times can be found at the following link: <http://www.professionalabstracts.com/dbt2018/iplanner/#/grid>



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Session rooms

Each **conference room** is equipped with:

- Beamer
- Lectern and microphone
- Computer with Windows 10 with audio connection
- Wireless Remote Control with Laser Pointer
- Podium table with at least 2 seats
- Rows of chairs

Each **Lab room** is equipped with:

- Lab I: Block table for 24 participants max., presentation computer, beamer, screen, lectern, flipchart, pinboard, presentation case
- Lab II: 3 round tables for 10 participants, presentation computer, beamer, screen, lectern, flipchart, pinboard, presentation case
- Lab III: Block table for 30 participants max., presentation computer, beamer, screen, lectern, flipchart, pinboard, presentation case
- Lab IV: 6 round tables for 10 participants, presentation computer, beamer, screen, lectern, flipchart, pinboard, presentation case
- Project Lab: Block table for 30 participants max., presentation computer, beamer, screen, lectern, flipchart, pinboard, presentation case

The computers are connected to the Internet. If you are using applications such as video streaming, please contact us in advance so we can assist you with the service**.

Own laptops are not accepted in the conference rooms as well as the use of USB sticks in the computers in the conference rooms. All presentations need to be uploaded in the media check. Please contact us in case of any exceptions. **

File Format

To ensure that you can open your files, please save your presentation in Microsoft PowerPoint 97-2016 (.ppt or .pptx), OpenOffice / LibreOffice 1.0 - 4.3, Prezi or create a PDF file. The presentations are displayed in a resolution of 1024x768 pixels. Please use a high-contrast layout and a minimum font size of 16 points.

All standard (Windows) PowerPoint presentations to 2010 version can be read from CD, DVD, USB. MAC users are asked to bring already converted presentations. Videos should be available in common formats such as WMV, AVI or MPEG.

Movies

Due to many different video formats, we cannot guarantee the proper functionality of embedded videos. Therefore, we ask you to test your presentation in the media check. Videos in WMV or MPEG4 format should normally not be a problem.

Movies on other media (e.g. VHS tapes, video DVDs), that need additional equipment, cannot be played.

Fonts

Only fonts that are included in the default installation of MS Windows 7 can be used. We recommend using: Arial or Tahoma.

If you want to use other fonts, it must be embedded in your presentation.

Further information

During your presentation, you can control your presentation independently with a remote control. You can test it in the media check prior to your presentation.



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We kindly ask you to be in the session room at least 10 minutes before the start of your session to familiarize yourself with the technical details.

Overhead projectors are available in any of the rooms.

For further information regarding on your presentation, please contact us at abstracts@bibliothekartag2018.de.

We wish you great success for your presentation!

Your program secretariat of the 107. Deutscher Bibliothekartag.

** For technical exceptions such as video streaming or similar, please contact the technicians of the media check at +49 (0)30 5770 21210.