

## Guidelines for DLA Speakers

Version: May, 2015

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### The sequence of presentations

We have organized the days into periods of 90 minute presentations for three (or four) presenters. These allow for a fair amount of dialog:

- Short introduction by moderator; 3 (4) times 2 minutes: 6 (8) minutes
- 3 (4) **presentations, 15 minutes each**: 45 (60) minutes
- 2 questions after the presentations, 4 minutes each/ speaker: 12 (12) minutes
- Final panel with all three or four speakers 10 minutes
- Technical buffer before break 17 (2) minutes

**Keynote lectures** run as long as indicated in the enclosed current program.

**The Pecha kuccha** talk on Saturday morning is defined with 20 slides, each for 20 Seconds, or 6 minutes+40 seconds.

**Please introduce yourself to the session chair as early as possible before the session starts.**

### Technical notes

As you see, all presentations of a session need to be started and tested before the session. After you arrive in Dessau, you must contact me or the DLA registration desk so we can point out the technical assistant who will copy your presentation to the PC System.

We will be offering you a PC with PowerPoint 2010 and WLAN access.

**In order to be able to stay on schedule for the presentation we need to copy your presentation to the disk of the computer one day before the presentation and make sure that all the files are running.**

### Web publishing of your presentation

**As we would like to publish your power point at [www.digital-la.de](http://www.digital-la.de), in addition to putting your paper at Wichmann online, we would like you to indicate if some of your presentation should not be put on the web.**

Please do not hesitate to ask further questions, I will try to answer you as soon as possible.

Thank you for all your efforts!

Have a safe and pleasant trip.

Best regards,  
DLA Chair 2015  
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