



Deutsche
Sporthochschule Köln
German Sport University Cologne

The 35th International Conference on Biomechanics in Sports
PRESENTATION GUIDELINES
German Sport University Cologne, Germany / June 14 – June 18, 2017

I. Oral presentation

- 1) Each oral presentation will be **10 minutes in length**, followed by an additional **3-minute question time**. Please kindly check the program for the time slot allocated for your presentation.
- 2) The chairperson will introduce speakers, facilitate discussion and keep time.
- 3) Clear and simple slides are a key for a successful scientific presentation. Please keep in mind that our conference is an international conference and many of attendance would not be native speakers of English. Please speak clearly and slowly for better understanding.
- 4) Since the conference schedule is tight, presenters are strongly requested to keep time strictly.
- 5) You should meet with your session chairpersons in the session room at least 5 minutes before the beginning of your session. You are requested to be in attendance for the whole session and have a seat in the front row of the session room.
- 6) You will be responsible for advancing your slides during your presentation.
- 7) Two file formats will be accepted:
Microsoft PowerPoint up to 2016 (*.pptx) and
Adobe Acrobat Reader files (*.pdf).
- 8) Please name your file as following:
Day_PresentationNumber_AuthorName.
Example: 15_O123_Funken
means 'the day of presentation is June 15, number is 123 of oral presentation, and the first author is Funken.'
- 9) Each session room will be set up with the following audio visual equipment: laptop running under Windows 7 with Microsoft Office 2016 installed, Acrobat Reader 'DC', and a comprehensive package of CODEC (VLC 2.2.4) to support most video formats.
There will be a video projector screen and microphone provided as well.
- 10) Presenters must bring a USB flash drive to the Speaker's Ready Room in order to upload their file(s) on the conference server and ensure everything runs well.
No files will be uploaded directly on the laptop in the session rooms.
Please upload your file one day before your presentation!
- 11) It is your responsibility to check that links to external media (videos) are

working properly before visiting the Speaker Ready Room. In the Speaker's Ready Room a technician will assist you in uploading your presentation on the server.

12) The Speaker's Ready Room (PC Room 2, Main Building, next to Registration Desk) will be available for presenters to upload and check their presentation. **Please deliver your slides at least one day before your presentation.**

13) The Speaker's Ready Room will be open on Wednesday 14:00 to 19:00; Thursday and Friday 8:00 to 18:00; Saturday 8:00 to 12:00; and Sunday 8:00 to 11:00.

II. Poster presentation

Posters presentation is divided into 2 phases;

The first one will be a **short podium presentation** which will take place in the session rooms. The second one will be a **display of the posters** in the **Athletics Hall** of the university.

1. Short podium presentation

1) The presentation will be **2-minute slideshow**. The presentation should introduce the objective and key results of the study.

2) **Please refer to the guidelines for the oral presentation, especially the accepted file formats and Speaker Ready Room.**

3) Clear and simple slides are a key for a successful scientific presentation. Please keep in mind that our conference is an international conference and many of attendances would not be non-native speakers of English.

4) No external links, videos, etc. will be allowed.

5) There will be no time for questions during the poster podium presentations.

2. Poster display

1) Posters will be displayed in the **Athletics Hall** of the university.

2) Posters must be printed in A0 size (height of 1189mm and width of 841mm) in portrait format and suitable for mounting with drawing pins (drawing pins will be supplied on site).

3) Posters will be displayed from Thursday, June 15 to Sunday, June 18.

4) Posters have to be in place before 9:00 on the day of the presentation. They need to be removed at the end of the day.

5) **Presenters must be alongside their poster during Poster Session and delegates are encouraged to go and see the posters.**

6) A numbered panel with your poster number will be allocated for each poster in the **Athletics Hall** of the university.