

## Guidelines for the IMPRS Student Symposium

### 1. Format of your presentation slides:

- Please bring your talk on an USB stick. It is not possible to use your own laptop for the presentation to avoid time delays between two talks.
- Please make sure that movies and animations are displayed correctly in your presentation, e.g. you can make use of the **save as screen presentation** in Powerpoint (movies, animations and fonts are then included in the Powerpoint file).
- To make the file size small it is usually clever to let Powerpoint optimize the resolution of images. There is an option "reduce file size" in Powerpoint which does exactly this.
- Note that Keynote is not supported. If you use Keynote you may prefer to save your presentation as PDF, including all movies and animations! This is also possible, if you use Adobe Acrobat-X. A campus license of the Adobe Acrobat software is available at MPE (see Frau Oberauer 30000-3801).
- Latex styles to generate presentations also have the option to include movies and animations in the presentation. Open office should work, if you save the presentation as Powerpoint format. Avi and wmf formats should play without problems. If you want to test your presentation in advance before the symposium, please contact Mr Burghardt (30000-3737) at MPE. He can show you the laptops used in the seminar room.

### 2. Length of your talk:

Talks should be approximately 15+5 minutes, i.e. 15 minutes presentation and 5 minutes for questions. This should leave enough time for feedback. Please note that it is a good rule of thumb to have (approximately) no more than 1 transparency per minute. If you have transparencies with formulae or complicated things to explain, it is even 1 transparency per 2 minutes. It also works quite well if you plan 1/3 of the talk as introduction, 1/3 main results and 1/3 summary/discussion + future prospects.

### 3. Audience:

Please keep in mind that we have a broad distribution of scientific background in the audience. However, often only few other students work on the same scientific topic(s) as you. Therefore, keep the talks "easy to understand", explain things you may expect that other students are not familiar with. This is, of course, not easy and often is a balancing act between "too difficult" and "too easy". In case of doubt, please discuss your talk with other students while preparing your presentation.

### 4. DVD recording:

For your own review, we record all talks on mini DVDs. On your request, we can provide you with your talk on an USB stick. Please return the USB stick to Annette Hilbert once you have watched/copied the file with your talk

### 5. Feedback:

Each student will receive personal feedback from the senior speaker of the session. General feedback on the symposium and open discussion will be at the end of the symposium.