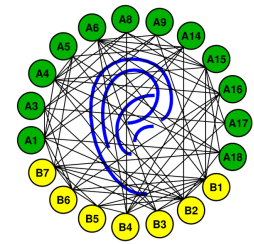


Video conference seminar: Guidelines for invited speakers



This seminar is attended simultaneously by participants in Oldenburg and Magdeburg, and the talks are transmitted via a video conference system to the other site. The remote site receives an image of the slides and a separate video signal of the speaker. Therefore, the following special concerns are necessary:

- Please keep in mind that a broad audience from all fields of hearing research is listening – a comprehensive introduction will help to convey the message of your talk to everyone.
- A notebook with special video conference software is provided. Using your own notebook is technically impossible.
- Available presentation formats:
 - Powerpoint (ppt, pptx) and PDF
 - Keynote is not available, please export as ppt or pdf
 - Please embed fonts into the presentation files
- Please keep the slide backgrounds as simple as possible
- Animations don't transfer well to the remote site. Please prepare graphics and slide show without animations
- Images: no problem, however please keep in mind that
 - projectors may display colors incorrectly and/or with low contrast
 - high resolution images need some time to transfer to the remote site
- Sound: no problem, however please keep in mind that the quality will be reduced by the transmission. Binaural sounds are technically not possible at the remote site.
- Videos: may be shown, but have to be started separately on the remote computer. Please ask your host to send them to the remote site at least 30 minutes before the talk.
- Please note: A mouse is used for pointing on the slides, a laser pointer cannot be seen from the remote site.

Thank you!

Known Issues:

- Quicktime Snapshots don't display at all when exported to Powerpoint, even when the PPT machine has Quicktime installed
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