

Guidelines for DLA Speakers

Version: May, 2017

The sequence of presentations

We have generally 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 short presentation on Saturday morning should be a maximum of 10 slides, each for about 20 seconds, or 3 minutes in all.

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 **Bernburg**, you must contact 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 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, in addition to the link to the open access publication of 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, we 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 2017
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