

## Guidelines for DLA Speakers

last update May 2019

---

### The sequence of presentations

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

- Short introduction by moderator; 3 (4) times 2 minutes:	6 (8) minutes
- 3 (4) <b>presentations, 15 minutes each:</b>	45 (60) minutes
- 2 questions after the presentations, 4 minutes for each speaker:	12 (16) 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 3-minute presentations** on Saturday morning are defined by maximum of 10 slides, each for 20 Seconds, or 3 minutes+20 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 current 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](http://www.digital-la.de), in addition to putting your paper at Wichmann online, we would like you to indicate if any 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  
loel.dla@hs-anhalt.de