

**2017**

**Joint Meeting**  
30 May – 2 June Mannheim / Heidelberg, Germany

30.05. – 02.06.2017  
Congress Center Rosengarten Mannheim  
[www.efi2017.org](http://www.efi2017.org)

## Technical information for speakers

We can read media from

- CD-ROM, DVD-ROM
- Unencrypted USB Sticks / Hard drives which are Windows XP compatible (FAT / NTFS formatted)
- No Mac OS or Linux file system

Exclusively supported file format

- Microsoft PowerPoint (up to version 2010)

Permitted video formats

- Standard video formats (e.g. \*.wmv, \*.mpg) which can be played with Windows Media Player as of the standard installation of Windows XP

### Recommendations

- Please use only Windows XP standard fonts.
- Create a new directory (e.g. C:\Eventname\_Speakername\_Sessionname\_date\_time, if available also session number)
- Save included videos in the mentioned directory.
- Save complete folder on a storage medium. Add a readme.txt file which points out possible particularities.

### General Information

You can hand over your presentation in the media check. The files should be submitted if possible one day, at least one hour before the session begins. Caused by different versions of PowerPoint or when using non standard fonts or with certain video formats there can be changes in the way the presentation will be displayed.

Files up to 15 MB can be sent via email to the following address:  
[vortragsannahme@mcon-mannheim.de](mailto:vortragsannahme@mcon-mannheim.de)

Please use the name of the event in the subject since m:con often organizes multiple events in parallel.

In order to assign your email clearly to the session, please mention your session name, date, time and room in your email.

When we receive your email, you will automatically get a transmission confirmation. Your mail will be proven shortly before the event and confirmed a second time. Only the second confirmation approves the delivery.