

› IMPORTANT INFO for Speakers

We are very happy to welcome you as a speaker at ICAME 41 in Heidelberg. In this document, we have prepared **important information** for you. If you have any further questions please contact us any time!

▶ General Information for All Speakers

Conference Office, Session Chairs, and Student Assistants

It is our priority to provide the best possible support to you. During the conference the *conference office* will always be open and staff will be there to answer questions and help with last-minute organizational issues. The conference office will also take care of preparing the presentation computers with your presentation material (e.g., your slide deck; see below). Each of the regular sessions will be managed by a *chair* who is responsible for that particular session. Ideally, you will briefly talk to your chair right before your session so that they can inform you about any additional details. Furthermore, each room will have a *student assistant* on standby who can help with technology and or other issues.

Available Technology & Slide Decks

Each of our regular rooms (regular sessions) is equipped with a dedicated **presentation computer** (running Windows 10; Software: PowerPoint, LibreOffice, Adobe Acrobat; Connectivity: unrestricted Internet access), a **projector**, a **sound system**, and a **presentation remote**.

Unfortunately, most of the projectors still have a native **aspect ratio of 4:3** and are fairly low-resolution. In other words: There is most likely no point in preparing a 16:9 presentation with 4K optimized visuals.

In order to reduce technical issues as much as possible and to save time during sessions, we would kindly ask you to **provide us with your presentation material** (slide decks) before your presentation so that we can place and test them on our machines. There will most likely be an online system for you to submit your material (at the latest one hour before your presentation). We can handle most **file formats**, but we would prefer PPTX, ODP, or PDF. *More information regarding the process will follow!*

Of course, you can also use **your own presentation** device (laptop, tablet, phone, etc.). In most rooms, we will have VGA and HDMI capabilities. That being said, if you decide to use

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your own hardware, we can only provide very limited technical support. If you have any special requests and or technological requirements, please talk to us beforehand. THANK YOU!

If you want to use the ICAME 41 logo on your slides, you are [free to download](#) both a low-resolution PNG (transparent background) as well as an SVG (vector) from our website. Consider them to be under a [CC0 license](#).

Conference Documentation

We want ICAME 41 to be as sustainable as possible, both in terms of the environment as well as in terms of documenting the conference. Therefore, we would like to provide all attendees with as much of the presented material as possible.

Hence, when submitting your presentation material, you will be asked whether you want to add your material to the **conference documentation** which will be distributed after ICAME 41 has ended. Furthermore, we will ask you about **recording and potentially live-streaming** your contribution so that those who cannot attend the conference in person will be able to benefit from it.

Of course, you are free to decide whether you want your material will be shared with others and whether there will be any recordings.

► Format-Specific Information

Plenary

Plenaries are 45-minute presentations/keynotes followed by a discussion. With the exception of the very first plenary (in *Alte Aula*), all plenaries will be held in the *Neue Aula*.



Due to the historic nature of the building, the *Alte Aula* does not have a pre-installed projector. While we have a mobile system, please do not expect a large presentation surface.

We will speak to all plenary speakers individually about their specific requirements.

Alte Aula

Full Paper and Work-in-Progress Report

Full papers and work-in-progress reports only differ in their length. While full papers are 20 minutes of presentation and 10 minutes of discussion, work-in-progress reports are 10 minutes of presentation and 5 minutes of presentation.

Please make sure to briefly talk to your session chair and be in your respective session at least one talk before yours.

Poster

The poster session is split into two parts. At first, there will be a **poster presentation** during which each presenter will have 5 minutes to present their poster to all conference attendees. Afterward, there will be **an hour-long poster walk** during which attendees can have a look at your poster and talk to you.

You are free to use slides for your five-minute presentation. However, please make sure to only have very few slides and provide them to us before the session since the short presentations are strictly timed and we will not have time to set-up individual presentations.

The stand-up displays used for the poster walk are large enough for **A0 (vertical/portrait)** posters. We will not prescribe any specific poster size, but we recommend to go with A0 because of the increased visibility. If you need or want to present in landscape format, we would recommend downsizing to at least A1.

If you are not familiar with normed (European) paper sizes:

Format	in mm	Approximate US (ANSI) equivalent
A0	841 x 1189	E
A1	594 x 841	D
A2	420 x 594	C
A3	297 x 420	B
A4	210 x 297	A, US letter

There are [various printing companies \(copy shops\)](#) in Heidelberg which will be able to print your posters if you do not want to travel with them. However, if you decide to print locally, make sure to give the printers some time (one workday) since they often do not have the capacity to print right away. Also, be aware that there is a national holiday (Thursday, 21 May 2020) in Germany during ICAME 41.

Software Demonstration

Software demonstrations are 30 minutes long and presenters can decide how they want to handle questions and discussions.

Since you most likely will have special requirements regarding technology, please talk to us. This is especially important regarding projector connectivity and internet/network access.

Key Technical Details

While we will have a stable (wireless) **Internet connection**, we cannot promise specific bandwidths due to the fact that we do not have a non-shared network for speakers. If you need a stable bandwidth upwards of 10 Mbps, please let us know so that we accommodate.

The university's **network** also might block traffic on certain unusual ports (inbound and outbound; HTTP(S) usually works on all ports). If you rely on connecting to non-standard services (e.g., your microservice architecture), we highly recommend using a VPN. If you want to connect multiple of your own machines locally, please bring your own switch(es) or AP(s) since we will not be able to establish regular TCP/IP connections between devices using the university's network. *We can help if you have specific questions!*

The (basic) **presentation computers** run Windows 10 (Professional) and do not have any specialized software on them. In terms of browsers, you will find both *Chrome* and *Firefox* on these computers. We recommend you to use your own hardware for software demonstrations!