

Technical Information for faculty

Your presentation slides should be in English.

The **preferred platform for presentations is Microsoft PowerPoint** up to version 2019. Alternatively, presentations can also be submitted as **PDF documents**, in **Libre Office Impress** or **Prezi format** (please check if your Prezi presentations are running properly offline).

Apple Keynote presentations are not supported and should therefore be converted to PDF documents or Microsoft PowerPoint presentations. It is strongly recommended to test all converted files on a Windows based PC (not Mac) to avoid common problems with fonts, transitions and animations and make sure that the presentation is running properly.

For optimal use of the available screen space during projection presentations should be set up using an **aspect ratio of 16:9** (PowerPoint page setup “on-screen show” or “widescreen” presentation).

All files can be handed in on USB flash drives or USB hard drives in our **Media Office** located at the Saal Maritim on the first floor at least **60 minutes before your presentation**. After your presentation has been uploaded successfully in the media office it will then be provided to you in the auditorium through our technicians.

Kindly note that personal laptops cannot be used for your presentation (only exception: MacBooks. In this case, please bring all required network, power and video adaptors and let me know in advance).

If you are planning to show videos during your lecture, please make sure that all media files are either available as separate files in the folder of your presentation on your USB drive or embedded in the PowerPoint file itself. Up to version 2007 PowerPoint cannot embed video files into presentations. Therefore, any video inserted into a presentation with an older Office version – or into a presentation originating from an older Office version – must be provided as a separate file.

The projectors feature a 60hz refresh rate. Therefore, all videos should be encoded in a progressive video format with 30 or 60 fps for optimal presentation. Please avoid interlaced videos and use a medium bitrate for encoding.

We recommend that you provide your video files in one of the following common video formats (codecs): H.264, MPEG-2 or MPEG-4 (**H.264 preferred**) as well as in the containers AVI, MPG, MKV, WMV, MOV or MP4 (**MP4 preferred**). If other compression formats or containers are used, the respective codecs must be enclosed for installation.

Please make sure that only standard fonts available in Microsoft Windows 10 are used for your presentation. If non-standard fonts cannot be avoided, these fonts must be fully embedded into the PowerPoint file or (as a last resort) provided as separate files for installation.