Equipment

The lecture hall is equipped with
- ♦ a Windows laptop
- ♦ a Macintosh laptop
- ♦ a projector and a screen,
- ♦ Internet Access (W-LAN)

Presentation

- ♦ • Presentations shall be brought on an USB device
- ♦ • For your presentation please use only well-established Microsoft or Macintosh programs (e.g. Microsoft office versions 97 – 2007: *.ppt, *.pptx). Otherwise it's not guaranteed that they will run successfully on the on - site computer.
- ♦ • When building your presentation, use standard fonts (e.g. M S Gothic, Arial, Times New Roman, and Century), basic fonts are included on the laptop on - site but if an unusual font is used, it may not translate.
- ♦ • In case you have any images or videos which are not embedded in your power point presentation - please test your presentation with the on - site computer several hours before your presentation.