

SPEAKER GUIDE

Presentation



Dear Speaker,

Thank you for your contribution to this year's DECON 2022. This document contains all the necessary information you need to succeed. Please note that **beside a proper video image, sufficient sound quality is crucial** for a successful recording. We recommend the use of a headset or a directional microphone.

THIS IS HOW IT WORKS

- 1** The timeframe for each video presentation is set to **15-20 minutes**. Thus, we suggest a maximum of 12 presentation slides. Please use English text in your slides and English language.
- 2** In case you use **Microsoft PowerPoint to record your presentation**, [this short video tutorial](#) contains valuable hints. From our own experience we would advise you to use the **picture-in-picture function** of Microsoft PowerPoint (video tutorial at minute 3:05) for your record. This function allows the visibility of your person to the audience while presenting your slides, making the video presentation very pleasant to watch.
- 3** After a successful recording you can **save your final video presentation simply in the common PowerPoint format (.PPTX)**. Don't be surprised that the file size increased enormously, remember that it now also contains your recording with video and audio. *Hint: Should you have advanced knowledge of digital video recording you are free to use your favored recording software. Please save your record with sufficient quality into the MPEG4 or a similar file format.*
- 4** Please **send us your video presentation no later than September 30th**. Since a file size of several 100 MB can be expected, you are welcome to use [our Dropbox link](#) for file upload. Note that [Dropbox meet the General Data Protection Regulations](#). We will include brief opening remarks to your video presentation to introduce you to the audience. For this purpose we need information about you and your company. Here you can download our [CV template](#).

If you want to know how your final video will be presented, [click here to watch our explanation video](#).

In case of questions or if you need any further assistance don't hesitate to contact us.

Best regards
Your DECON team

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