

### Oral presentation guidelines

Slideshows for oral presentation should observe the following guidelines:

- Refer to “3D Metrology Conference - 3DMC” with conference logo, year and location
- Include a maximum of two slides introducing the speaker’s organization
  - You must avoid a marketing or sales-oriented introduction
- Make more use of images and diagrams where possible
- Make less use of text where possible
- Make use of speaker’s notes (a PowerPoint feature) as background support for a slide
  - In the archived PDF version of the presentation, speaker’s notes will be converted to sticky notes, hence making the archived file more useful for future reference
- Add a contact email address if possible

When delivering the presentation do not simply read out the slides.

You may optionally provide an image of yourself with a text number and/or email address for inclusion in the programme so that delegates can contact you during the event.

Unless told otherwise, the conference team assumes a PDF version of your presentation can be added to the conference archives.

### Poster Guidelines

Posters should observe the following guidelines:

- A0 size in portrait orientation
- At top:
  - Source of presentation (your organization)
  - Title of presentation
  - Authors + optional email address
- Followed by:
  - main body of poster – images, diagrams, text explaining your work
- At bottom:
  - Reference to “3D Metrology Conference - 3DMC” with conference logo, year and location
  - Optional: partner, sponsor and project logos

An example poster can be provided on request.

If wished, please provide a PDF copy of your poster for the conference archives.

### Delivery arrangements for 2018

The time allotted to each oral presentation for delivery + Q&A will be 25mins (20 mins for presentation plus 5 mins for questions).

Consider using a print shop in Hamburg so that your poster can be printed on site. We do not recommend any particular print shop but here are two examples:

DRUCKWELTEN GmbH Bahrenfelder Str. 101A 22765 Hamburg <a href="https://druckwelten.net/">https://druckwelten.net/</a>	Printline24 Ottenser Hauptstr. 26a 22765 Hamburg <a href="http://www.printline24.com">http://www.printline24.com</a>
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Posters will be formally presented at the Icebreaker on Tuesday 16<sup>th</sup>. Oct. and the Networking Event on Wednesday 17<sup>th</sup>. Oct. They will also remain on display throughout the conference.

We suggest you pin a photo + text number to your poster so that other delegates can easily find you at the drinks events and at other times during the conference.

### Authorization

It is the responsibility of all oral and poster presenters to ensure that they have all permissions in place to present their material and additionally, if wished, to submit it to the publicly accessible conference archive.