

REGISTRATION FORM FOR PRESENTATIONS

Name of lecturer:

Email address for possible questions:

Mobile number for possible questions:

Topic of the presentation:

Type of the presentation:

i.e. Powerpoint presentation, video/movie, slideshow, etc.

Technical equipment will be: brought
 needed

If needed:

Type of data storage:

i.e. CD, DVD, USB stick, SD card / micro SD card, etc.

File format:

ppt, pps, jpg / png / gif / tiff / others, doc, pdf, etc.

If necessary required operating system of the computer:

Windows XP/Vista/7/8/10, Linux, Mac OS X

If necessary required program:

i.e. Powerpoint / word processing / particular graphics program, etc.

Needed specifications concerning data projector:

i.e. HDMI port, VGA port, resolution?, etc.

Loudspeaker are: required
 not required

Other required equipment:

Duration of presentation approx. minutes:

Summary will be written in: English
 French
 German

In case of questions or need of further information:

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