



Technical instructions

Last edited: 27 August 2015

Equipment

- All conference rooms are equipped with laptop (Mac or PC), projector, loudspeakers, and Internet access. Laptops and projectors are equipped with VGA ports.
- **Presenters are requested to transfer their files on the conference room laptop** via USB stick or external hard disk, and present from there. Please make sure to do this **well in advance of your presentation**, at the very least during the break before your slot.
- Thematic sessions may use a laptop of their own. We strongly recommend using only one laptop per session, as a switch of machines in between papers often causes delays. Please bring your own adaptor if and as needed.
- All rooms will be accessible 30 mins before the start of the first session. A member of our conference team will be in the room at all times to help you out with any technical issues.
- If you need a laser pointer, please bring your own; we can't provide pointers for all rooms.

File formats

- Conference laptops provide Microsoft Office, Libre Office, and Acrobat Reader. We regret not being able to provide Keynote. In the interest of avoiding delays due to incompatible formatting, **please keep your slides as simple as possible**.

Handouts

- Bring along your own handouts. If you need to make copies in Hamburg, there are several copy shops on and around Campus. Please consult our LiM-6 Location map [<http://bit.do/uhh-location-map>] or ask our reception desk team for advice.

Presenting

- Each paper is allocated **30 mins, divided into 20 mins of presentation and 10 mins of discussion**. You may extend your presentation by a couple of minutes at the expense of your discussion time. Time-keeping is paramount at conferences, so please do not expect any extra time.
- Please be aware that the last 2-3 mins of your discussion time will probably overlap with people moving in and out of the room.
- All sessions will be chaired.

WLAN & Social Media

- Wireless Internet access vouchers will be distributed free of charge upon registration.
- Tweet your conference stories and photos with the hashtag **#LiM6** or post them on <https://www.facebook.com/language.in.the.media.2015>