



Oral Presentation Author Guidelines

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1. Basic Information

Dear Author,

your abstract has been accepted as oral presentation by the Program Committee. Please refer to the following suggestions for preparation of your presentation.

Your presentation will be distributed after the conference as file.

Make sure to consider your internal workflow to get your publication permission. For any question please contact the Program Committee:

Martin Schellenberger / Jochen Kinauer // E-Mail: progcom@apcm-europe.eu

Stay informed - please have a look at www.apcm-europe.eu regularly.

2. Oral Presentation

Presentation Guidelines

The apc|m conference will be held as a **on-site** conference. All speakers will give their presentation live in front of the audience.

Presentation Guidelines

During the presentation a beamer will be utilized which will require all presentation submissions to be in MS PowerPoint or PDF format.

To ensure readability from the back of the room, the font size should be not smaller than 16 point for text. If the fonts are smaller, they cannot be read at the back of the room possibly. Please design your presentation to be shown on a beamer. Presentations must be in landscape page orientation, portrait- oriented files will be sent back to the author for reformatting.

You will be given **20 minutes** for your oral presentation and **5 minutes** for questions and answers.


File Format

Please send your presentation in following formats:

1. MS **PowerPoint** or **PDF** file for the session
2. **PDF** file for the **Conference Download**
3. Please use the following **file description** for your documents

Abstractnumber_surname_company

For Example:

 123_Dietrich_Silicon Saxony.pdf

Please transform your presentation into PDF format. We propose a resolution of 300dpi. Do not forget to include special fonts and check the PDF file for graphic and font faults finally.

3. Publication Permission Form

Please fill in the Publication Permission Form, sign it and send it to Silicon Saxony. Please take care, your oral presentation **will not be published without the Publication Permission Form** being received by the Program Committee.

4. Submission Deadlines

File	Final Deadline
1. your presentation files for the download in PDF format 2. your presentation files for the session in PDF format 3. your signed publication permission form	Monday, March 17, 2024

If your files do not arrive by this date, your oral presentation may be removed from the agenda and replaced by another presenter.

Unable to attend? Please contact Silicon Saxony immediately. You may replace yourself with a co-author, if needed, however please ensure that we are informed of any changes immediately.

5. Delivery of your files

Please, use the Sharepoint link in your email. If it is not possible please send all files by **e-mail** to Silicon Saxony: isabel.dietrich@silicon-saxony.de

6. European apc|m Conference Presentation Confidential Policy

The final presentation **should not contain confidential or proprietary information**. We will provide your presentation via download. The conference will be held physically, and all presentations are available as a power point presentation. The Program Committee is solely responsible for acceptance or rejection of presentations.

Please take care, presentations that contain excessive marketing and insufficient technical content will be rejected, even though your abstract was accepted.

All information presented at this meeting is considered non-confidential. No material labeled confidential or proprietary (or similarly) will be presented or provided via download!

All information presented orally will also be regarded as non- confidential.

7. Anti-Trust, Confidential and Ethical Restrictions

Please refrain from discussing the following business aspects unless you have prior, written approval.

- Prices, current or future
- Prices customers pay or will pay for equipment or supplies
- Costs
- Products
- Quantity
- Customers
- Marketing plans
- Bids and unsigned contracts

We are prohibited from discussing pricing, products, manufacturing capacity, output and territories. You may discuss previous, non- confidential business relationships as a normal way to indicate your level of experience.

8. Instructions for Speakers

Please find your session chair prior to the start of your session to let them know you are there. The session chairs will be given at the conference time schedule. You can also check the APCM website for the names of the session chairs, see www.apcm-europe.eu.

Please arrive 15 minutes early to the A / V table to have the lapel microphone attached and tested. Please return it to the A / V table when your presentation is finished.

Your presentation will be brought up on the beamer automatically at the appropriate time.

The presenter has a laser pointer with which he can fast-forward and rewind his slides.

You must keep to the allotted time given for your presentation. A timer will be available to help you monitor your time. Each Speech has a total of 25 minutes for the presentation and Q & A.