Guidelines for Speakers

The official congress language is English. However, talks can be given either in English or German. Simultaneous translation will be provided from German into English and from English into German via headphones.

Invited talks vary in length. Please check out the congress program for exact length. *Please note that at least 5 minutes of your allotted time should be dedicated to audience discussion.* Given the number of talks within each session and the full congress schedule that has been arranged, each session chair will be asked to keep speakers strictly to their allotted time.

Please provide your final PowerPoint presentation on the morning of your session to the registration desk in the FAVORITE Entrance hall between 7:30 - 8:00 a.m. (suggested), or take it directly to the congress hall in the break prior to your assigned session. Speakers should alert us to the existence of complex, animated graphics and video clips and check that they run correctly on the congress computer. We recommend that for safety, you bring your presentation in several formats (i.e. Flash drive and CD/DVD). All presentation materials should be available prior to the beginning of each session.

To make it easier for the translators, we would like to ask you to send us your presentation, even if it is a draft version, at least one week prior to the congress!

Please use the following contact: review@bestec-for-nature.com.

Audiovisual Equipment

The congress hall will be equipped with a data projector, laser pointer, and a laptop computer. The computer will be running on Windows and will be loaded with Office (PowerPoint, Word and Excel) and Windows Media Player. It will have a CD/DVD-ROM drive and USB ports for flash drives. You should bring your computer presentation on a CD-ROM or flash drive so it can be loaded onto the provided computer. Please make sure your presentation media is clearly labeled with your name and presentation title. *Please note that w*e *are unable to accommodate the use of personal laptop computers.*

We will attempt to accommodate other special equipment upon request.

Any such request should be sent to: review@bestec-for-nature.com.

Guidelines for Authors

Although it is not obligatory, you are welcome to provide an extended abstract or a full technical paper for publication in the meeting proceedings. *Please note that your paper should not exceed 10 pages in length.*

For preparing your paper use the template attached. The template provides defined styles in order to ensure that the congress proceedings will have a consistent quality. Please use A4 (21 x 29.7 cm) paper size setting in the word processing program.

Paper Submission

If you would like to provide an extended abstract or a full paper for publication in the meeting proceedings, please note that the deadline for submitting your paper is **June 01, 2013**.

Your paper should be sent in word-format to: review@bestec-for-nature.com.

If you are not clear about any of the instructions or would like further information, please contact us:

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