



Deutsche  
Ornithologische  
Gesellschaft e. V.

## Important Information for Presenters

**Successful submission of your oral presentation does not guarantee inclusion in the conference programme.** We reserve the right to select, group, and schedule all presentations; decisions will be announced upon publication of the programme.

**The first author of the presentation must register for the conference after the programme has been published and must deliver the presentation in person at the DOG conference.** Delegation is only possible in cases of illness or other serious circumstances and requires approval from the Secretary General. **All speakers (plenary, symposium, or 15-minute presentations) must register their personal attendance as soon as possible to ensure smooth planning of their contributions.**

If you wish to make changes to your submitted presentation, please resubmit the form with the updated information and include a brief note under "Any accessibility or special requirements?". Alternatively, you may contact the conference office ([tagung@do-g.de](mailto:tagung@do-g.de)) by email with your requested changes.

All presentations will take place in Room 00.143, Left Aula in the Alte Mensa. Room 00.151, Audimax in the Alte Mensa, will be used for parallel sessions. Laptops for projecting PowerPoint and video presentations will be available in both rooms.

**Please prepare your presentation in PowerPoint or PDF format and hand in your files at the lectern of your presentation room no later than during the break before your session.** For PowerPoint and video presentations, only **USB sticks** containing the relevant files will be accepted for transfer to a central laptop. Please name your files strictly as follows:

**PresentationDay\_Time\_LastName of First Author (e.g., Saturday\_1120\_Ms.X/Mr.X)**

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Using your own laptop is not possible. If additional equipment is required (audio transmission, internet access during the presentation, uncommon video formats, etc.), please make arrangements with the local organisers ([tagung@do-g.de](mailto:tagung@do-g.de)) in good time. Please also be aware of potential compatibility issues with PowerPoint – especially with animations. The conference will provide MS Office 2021, which also supports accessing older versions. Unfortunately, file formats saved with OpenOffice often lead to problems.

Please also take note of the information on copyright, data processing and data protection (<https://www.do-g.de/datenschutz>).