



# 19 | PLANSEE SEMINAR 2017

Guidelines for Speakers,  
Poster Presenters and Participants

# Rules of the House

## **Name Badge**

- The Plansee Seminar name badge must be worn visibly by all attendees of the 19<sup>th</sup> Plansee Seminar. Please wear your badge also during the poster evening and the conference dinner.

## **Access to the Company Site**

- Access for Plansee Seminar attendees is limited to the lecture halls and the poster session areas only.
- For persons with valid Company ID / Visitor ID only, ID must be worn visibly.
- Access is permitted for the purpose of working on assigned working areas only.
- Tours to the production sites will not be possible.

## **Access with Vehicles**

- Access with vehicles is permitted with valid parking badge only.
- Vehicles are allowed to park on marked parking lots only.
- The Austrian road traffic regulation applies at the company site.

## **Secrecy Declaration**

- All confidential information must be kept secret.

## **Photography and Film Ban**

- To photograph and to film is prohibited on the company site.
- To photograph and to film also prohibited in the lecture hall and the poster session areas.
- By attending Plansee Seminar events, you consent to the use and publication of photos, audio recordings, video recordings or interview(s), where applicable, in furtherance of the Plansee Seminar, including possible publication on websites, in conference materials or other media as well as for press releases or other general promotional purposes.
- Photographs taken by the official photographer will be available during the seminar week on [www.plansee-seminar.com](http://www.plansee-seminar.com).

## **Accident Prevention and Employee Protection**

- The rules for accident prevention and employee protection must be adhered.
- Instructions of the responsible employees must be followed.

## **Smoking**

- Smoking is only permitted in designated areas.

## **Liability**

- The person who causes an accident / damage to property by disregarding these rules of the house shall be liable for the damage.
- In case of offence against the house rules, Plansee reserves the right to exclude participants from the Plansee Seminar without refunding the conference fee.

## **Antitrust Statement**

The primary objective of the Plansee Seminar is to promote and encourage innovation in the field of refractory metals and hard materials through the scientific exchange of ideas among participants from industry, universities and other research institutions.

Speakers and participants shall at all times comply with antitrust and competition laws during the Plansee Seminar. All activities will be conducted according to the Plansee Seminar's written agenda and in a manner that preserves competition and that does not harm consumers, suppliers, customers or any others.

# General Information

## Seminar Office

Located in the foyer of the Walter Schwarzkopf Hall (WSH), the seminar office is the main point for information and assistance, and also serves as a meeting point. Opening times are 8 a.m. - 6.30 p.m. from Monday to Thursday and 8 a.m. - 1:30 p.m. on Friday. A further help desk is located at the first floor of the Walter Schwarzkopf Hall.

Contact: phone +43 5672 600 2800; [plansee.seminar@plansee.com](mailto:plansee.seminar@plansee.com)

## Information Board

Important organizational matters as well as exchange of information between participants can be displayed on this board. It is located on the first floor of the Walter Schwarzkopf Hall.

## Telephone and Internet

The Walter Schwarzkopf Hall as well as the building for the poster sessions are equipped with wireless internet access. You can find the WLAN access information in your seminar documents. Computers with internet access and printer are located on the first floor of the of the Walter Schwarzkopf Hall.

## Transportation and Travel

A free shuttle service is provided from most hotels to the conference site and to the evening events, as scheduled in the transportation leaflet. Taxis can be ordered at the travel agency or the reception on the ground floor on your own expense.

For any further travel arrangements, a travel agent located on the ground floor of the Walter Schwarzkopf Hall is available to assist you.

Contact: phone +43 5672 600 2363; [plansee@kuoni.at](mailto:plansee@kuoni.at).

## Emergencies

In case of an emergency notify the staff or call 555 from any internal phone.

## Guided Tours

Guided tours to attractions in the vicinity are offered from Tuesday to Thursday; see the Social Program for details. Registration on the day before is recommended, but late registration at departure time is still possible if seats are available.

## Poster Evening

All attendees have free entrance to the poster evening on Tuesday. Accompanying persons are free at the poster evening.

## Conference Dinner

All attendees have free entrance to the conference dinner on Thursday. Please reserve your seat at the pin board on the ground floor in building Walter Schwarzkopf Hall. Accompanying persons need an additional ticket for EUR 60 available at the seminar office.

## Catering

Drinks and snacks will be provided during the day at the main lecture, special interest sessions and in the poster areas. Hot buffets are arranged at Walter Schwarzkopf Hall and the catering area during lunch time. Food and drinks are free at all evening events also for accompanying persons.

## Mobile App

This app is a pocket guide for the Plansee Seminar. It provides detailed information on the technical program, short term changes in presentations, bus timetables, and much more. A personalized program can also be set up. The app is available for both iOS and Android devices and can be downloaded at the Apple App Store and GooglePlay.

Apple App Store:

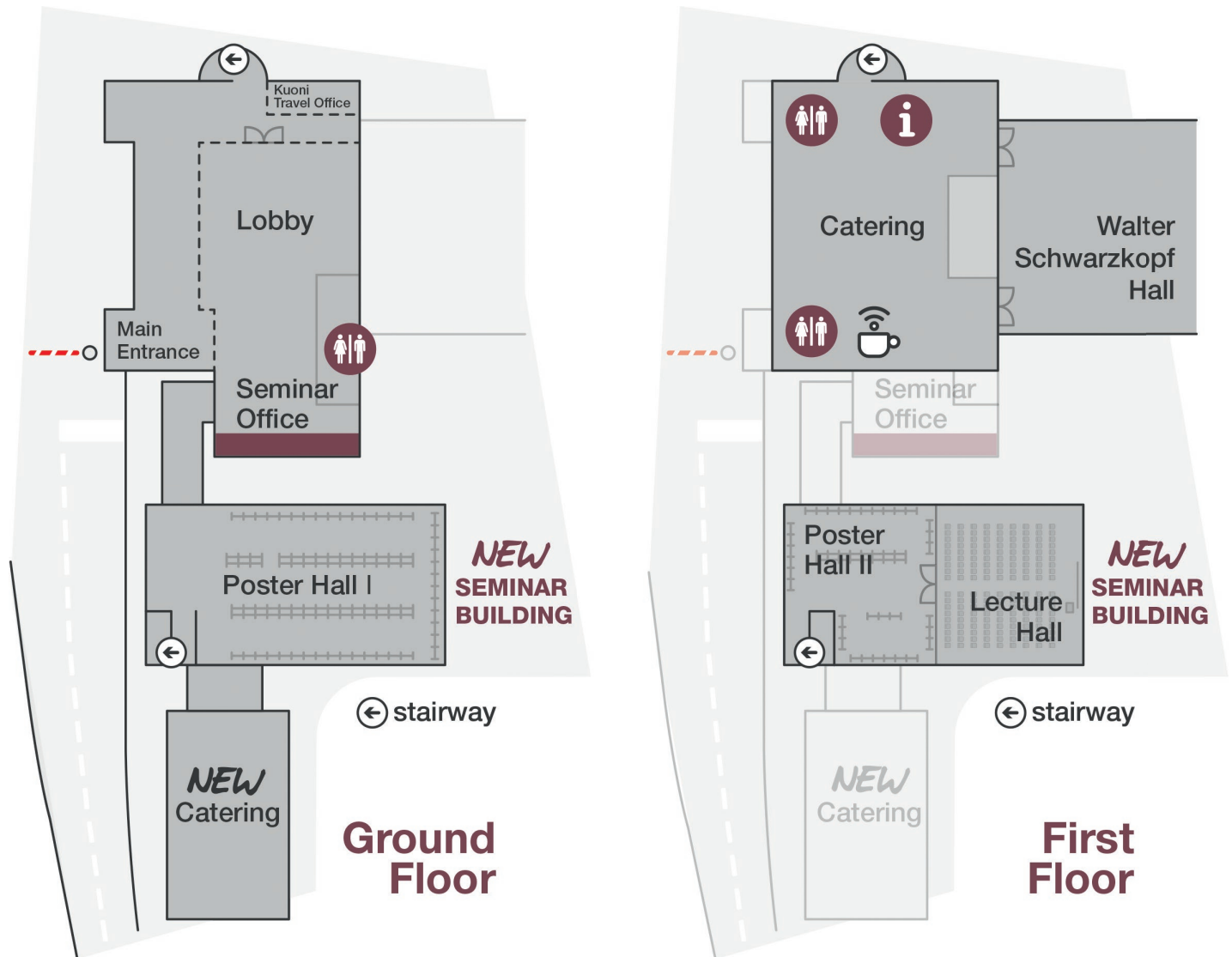


GooglePlay:



# General Information

## Map of Conference Site



# Guidelines for Speakers

## Before the Session

- Please make sure to upload your presentation timely, the day before your session would be highly appreciated (see also technical support).
- To get the latest information regarding your session please refer to the online program.
- Speakers of the Monday-afternoon sessions are required to upload their presentations no later than 12 noon.
- It is recommended to introduce yourself to the session-chairpersons in the speaker-ready room during the break preceding your session.
- Please be in the conference hall at least 5 minutes prior to your session.

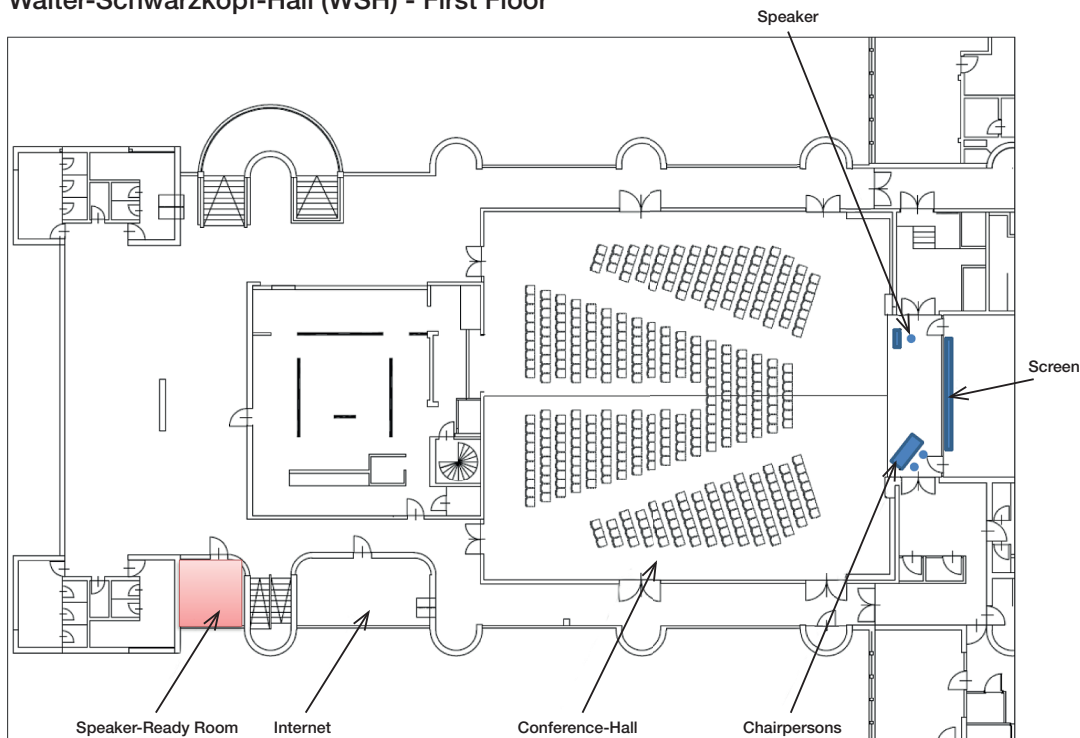
## During the Session

- The duration of presentations is 15 minutes plus 5 minutes for discussion.
- The duration of keynote lectures is 25 minutes plus 5 minutes for discussion.
- It is highly important to stay within the time-frame scheduled for your presentation since we have rather definite deadlines to meet: e.g. subsequent sessions and the departure of the busses to the hotels.
- Please use the portable microphone.
- During the discussion, two hostesses will provide microphones to the audience.
- Please make sure to hand the presenter-tool to the next speaker.

## Technical Support

- Staff technicians will support you to upload your presentation to the seminar-server in the speaker-ready room (see attached plan).
- The speaker-ready room is open from 7:30 a.m. - 4:30 p.m. and is located on the same floor as the conference-hall.
- All presentations must be in PowerPoint format and will be delivered via the seminar-server. Using your personal laptop or tablet will not be possible.
- Please make yourself familiar with the technical support devices; technicians will be happy to introduce you to hard- and software.
- A wireless presenter-tool will be available to conveniently control your presentation.

## Walter-Schwarzkopf-Hall (WSH) - First Floor



# Guidelines for Poster Presenters

## Important

Your presentation has been given a special ID (e.g. HM 189, RM 178) which will be used for reference and location of your poster during the seminar. You will find your ID in the final program, printed next to the title of your paper (online version, see: [www.plansee-seminar.com](http://www.plansee-seminar.com))

## Location

The poster presentations will take place in the Seminar building (see map).

## Date, Time and Duration

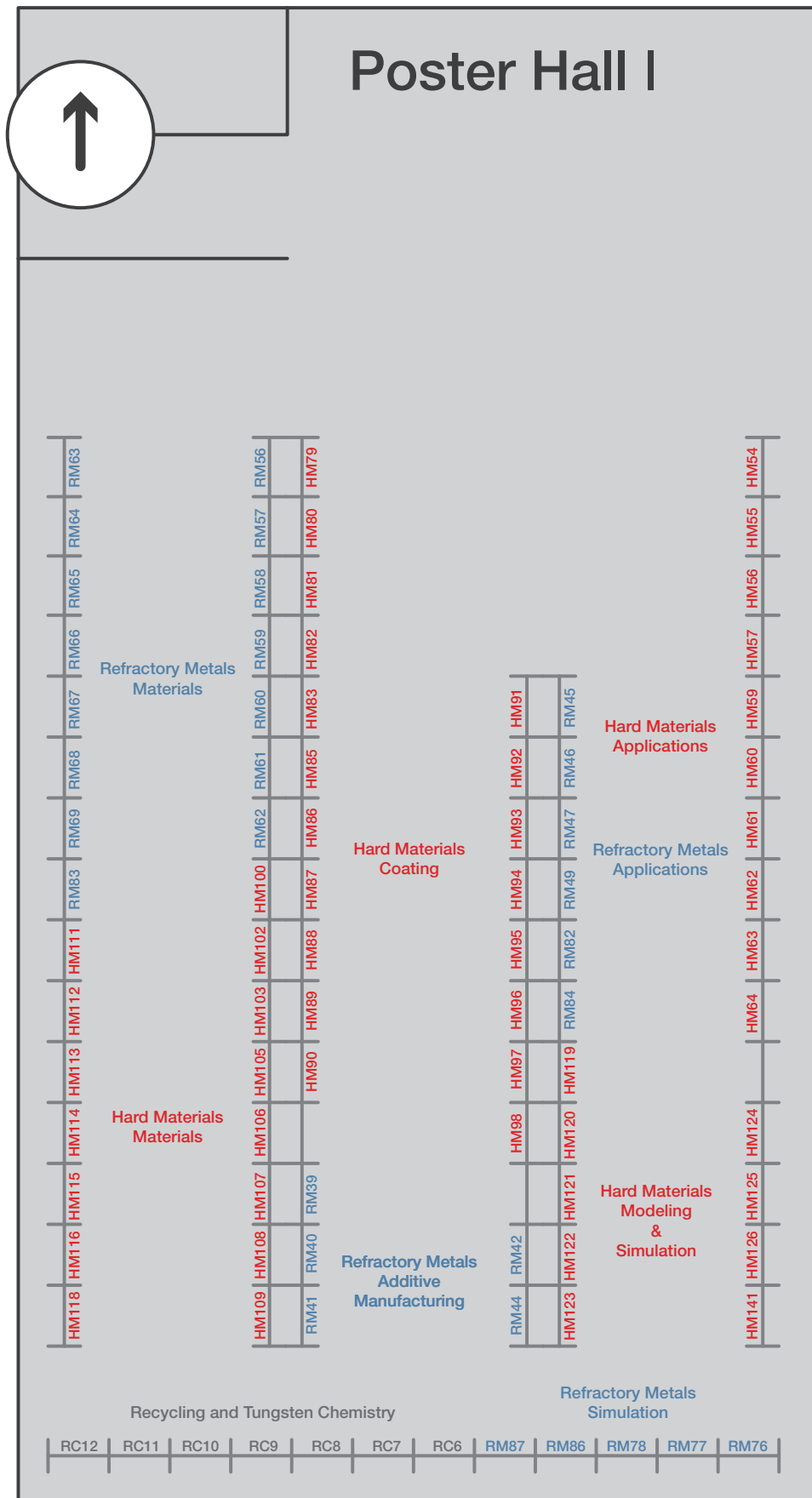
- Please mount your poster on Monday, 29 May, after lunch.
- The poster evening takes place at Tuesday, 30 May, from 6pm–10pm.
- Poster presenters must be available at their poster at least during the poster evening.
- Posters will be on display from Monday to Thursday.
- Please dismount your poster on Thursday late afternoon.

## Other Information

- The available poster area is 110 cm × 140 cm (width × height).
- Mounting material (pins, adhesives) will be provided.

# Guidelines for Poster Presenters

## Poster Map - Hall I



# Guidelines for Poster Presenters

## Poster Map - Hall II

