# 9th International Symposium on Ice Drilling Technology Potsdam, Germany, 14–19 September 2025

Co-sponsored by
Alfred-Wegener-Institut
Helmholtz-Zentrum für Polar- und Meeresforschung

https://events.hifis.net/e/9th\_IDT Contact: 9th\_IDT@awi.de

GUIDELINES FOR PRESENTATIONS, 13.09.2025





There was a request to address general topics, like e.g. "How to keep field expertise, without enough permanent staff to man the field teams". To address this kind of and further topics we identify during the discussions, we have topical sessions Thursday and Friday afternoon. Please remind me already now, what topics you want to discuss we identified during the past years.

#### **Guidelines for Oral Presentations**

The allocated slot for an oral presentation is 20 minutes including discussion. The suggested duration of the presentation itself is 15–17 minutes to have 5–3 minutes for immediate questions. Please bear in mind that we also have sufficient time to identify topics and discuss them in the topical sessions more extensively.

Please make sure to deliver your presentation in time, well ahead of the session as PPTX or PDF. Further details where to copy or upload it, will be provided later.

## **Guidelines for Poster Presentations and the 5 min Overview**

Posters will be introduced in a **5 min OVERVIEW** in the audience and afterwards be displayed on a **DIGITAL SCREEN** (SAMSUNG Flip Pro 55"), which implies you **DO NOT HAVE TO BRING A PAPER COPY**. The digital screens have a **USB 1A** connector, the big old unidirectional one. Please bring your poster as a **PDF** on a **compatible USB stick**!

The digital screens are mounted in **PORTRAIT MODE** and have in this position 2160 px (wide) x 3840 px (high), which is a ratio of **9:16**, please prepare the posters accordingly.

In case you have further detailed questions, you can download the user manual of the screen at the linked page;

https://www.samsung.com/uk/support/model/LH55WMBWBGCXEN/

Please also prepare a **5 min OVERVIEW**, e.g. 1–2 slides, to present your poster at the beginning of the session in the lecture hall.

## Guidelines for uploading presentations to the conference website

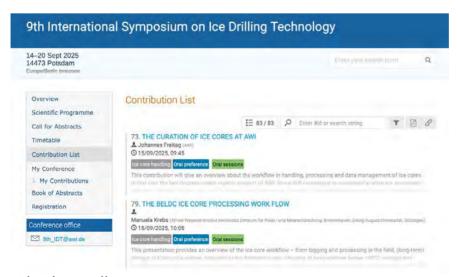
The Indico software of the conference website allows to upload presentation files, which will ease the process drastically, compared to the speakers delivering them on a USB-stick. For that reason, we decided to ask you to deliver the presentations: Oral as PPTX or PDF, Posters as PDF and the short overview presentation for posters as PPTX or PDF.

Thank you for easing the process by uploading the files timely, preferably the evening before, or latest 07:00 for the morning session and latest 12:30 for the afternoon sessions. In case you have problems, please bring the file on a USB stick and contact the local organizing committee, preferably Stefanie or Isabel.

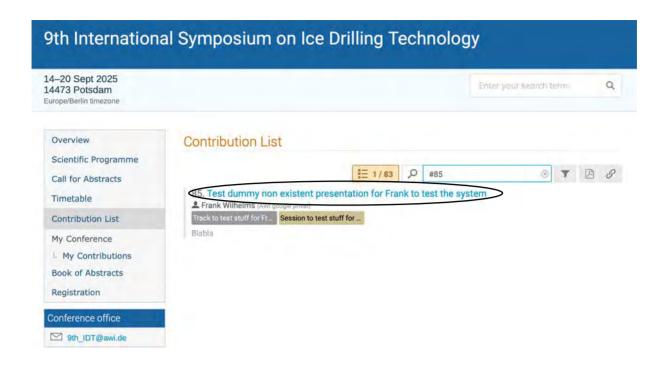
The location to upload is somewhat hidden, so I will guide you along with an example. Go to the main page https://events.hifis.net/event/2629/ und then choose the Contribution List (NOT the My Contributions!), or just CLICK HERE TO GO TO THE NEXT PAGE shown below:



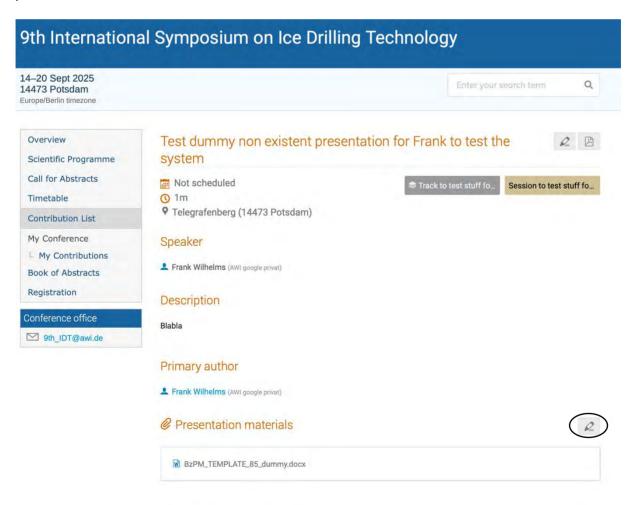
Then you get displayed the list of contributions, and please proceed to your contribution,



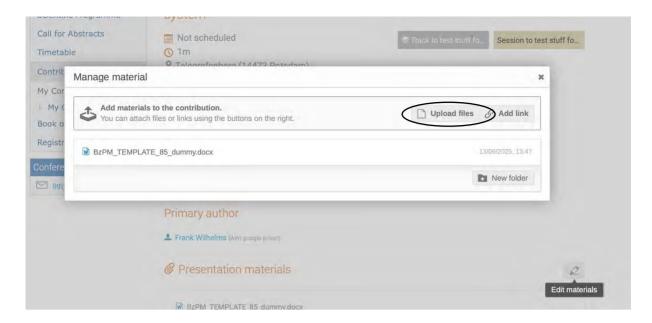
either by scrolling or entering your #ID:



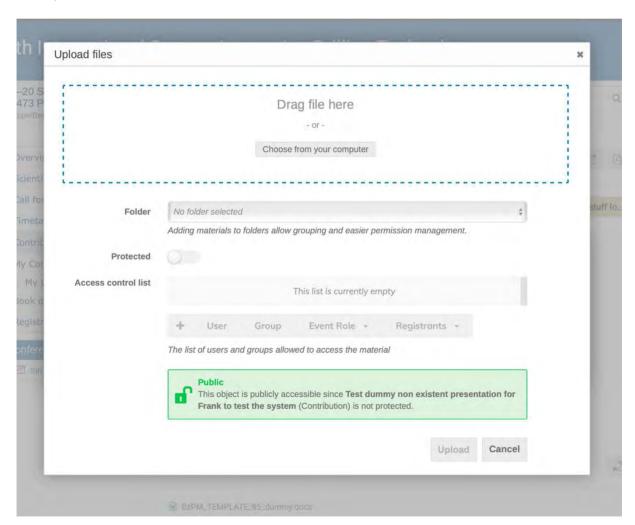
Then click the title of your presentation to go to the page where you can upload your presentation:



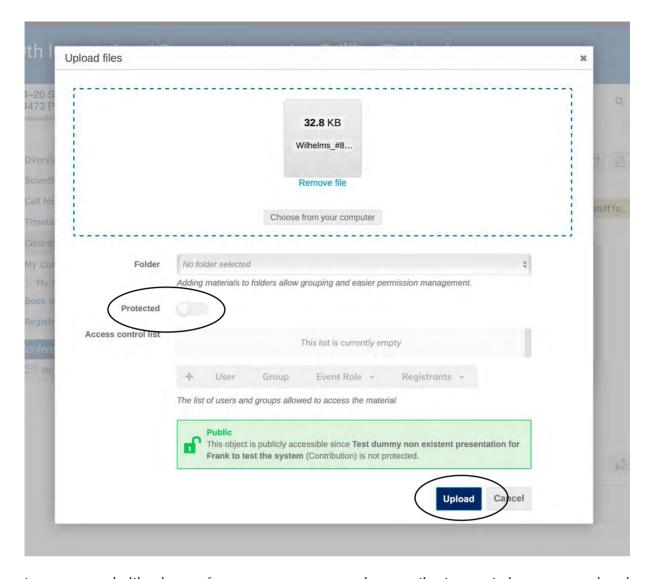
Besides the DOCX of your abstract, you uploaded earlier and which appears as Presentation materials you can upload your Presentation by clicking the pen:



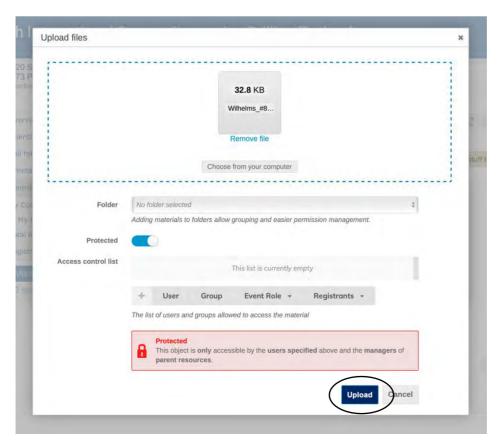
### and upload files:



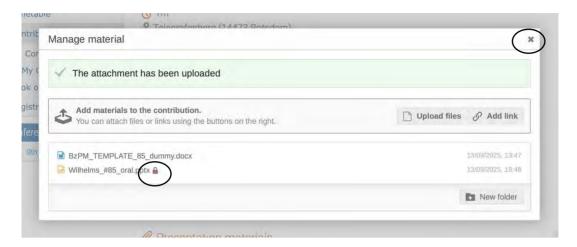
Drag your presentation file to the rectangle and press Upload:



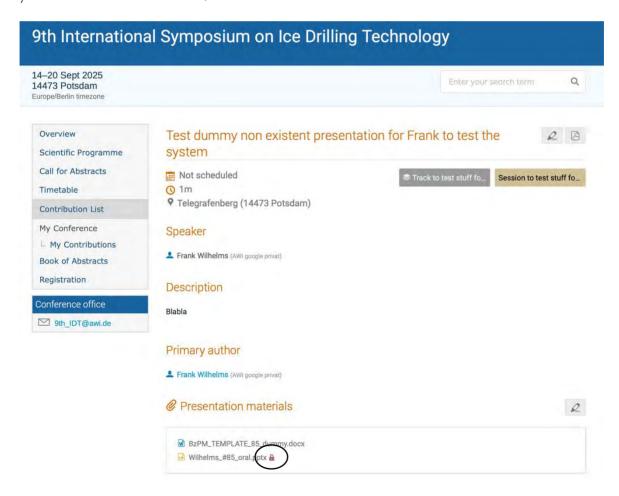
I case you only like the conference team to access the contribution, switch to protected and then click Upload:



and the systems shows you a receipt (the lock symbol you will only get displayed when you switched to "Protected"):



After closing the window by clicking the x in the upper right corner, you see the page of your contribution listing the presentation file (the lock symbol you will only get displayed when you switched to "Protected"):



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