



Status: September 16, 2024

## Guide for speakers at plenary sessions

### 1. Event location and period

#### Location

Langenbeck-Virchow-Haus, Luisenstraße 58–59  
10117 Berlin.

<https://www.patientensicherheit2024.de/langenbeck-virchow-haus/>

#### More information and conference programme:

<https://www.patientensicherheit2024.de/>

#### Dates

- **Thursday, October 24, 2024**  
start: 10:30 a.m., end: 6:30 p.m., followed by a get-together
- **Friday, October 25, 2024**  
start: 9:00 a.m., end: 16:00 p.m.

### 2. Contact persons during the congress

We will be happy to answer any questions you may have during the congress. Please contact either the CSi-Hamburg organization team at the registration counter in the foyer or ask at the AkdÄ stand, also in the foyer. If you have any uncertainties or questions before the congress, please contact CSi-Hamburg [meetings@csihamburg.de](mailto:meetings@csihamburg.de) or the Scientific Secretariat [ap-amts@baek.de](mailto:ap-amts@baek.de).

### 3. Disclosure of conflicts of interest

The 6th DKPMT is a scientifically independent congress - the prerequisite for this is exclusively industry-independent, evidence-based information. In the interest of transparency, we ask you to declare any potential conflicts of interest on a chart at the beginning of your presentation.

#### Please take notes of the following points:

- employer
- memberships
- fees and donations



#### 4. Photos and possible filming

By participating in the 6th DKPMT, you agree that personal photos and/or any film recordings may be taken and used for documentation purposes in print products or on the Internet. The principles of the General Data Protection Regulation (GDPR) will be observed and complied with.

#### 5. Gender mainstreaming aspects

If applicable, gender- or age-specific characteristics should be taken into account in drug therapy.

#### 6. Technical information

**Please note the following points when preparing your presentation:**

- The following technical equipment is provided in the plenary hall: notebook, data projector and microphone. The use of your own notebook is not permitted. Please coordinate any further technical requirements with the conference/organization office.
- Please always bring the presentations as a digital presentation (e.g. USB stick) and must be uploaded in time before the session.
- Media will be accepted directly in the lecture hall before the start of the session. Please hand in your presentation at least 15 minutes before the start of your lecture.
- You are welcome to send your presentation via e-mail: [meetings@csi-hamburg.de](mailto:meetings@csi-hamburg.de). Please include your last name, your presentation title and the date of your presentation. For larger files please use WETRANSFER: <https://wetransfer.com/>. Please upload the file with the file name consisting of: Surname\_First name\_date of your presentation.
- The exclusive presentation format is Microsoft PowerPoint for Windows. Please note the incompatibility between the Apple and the Windows operating system during your preparation!
- The presentation format is 16:9.
- Please remember to embed special fonts or images in the file (option when saving). The font size should be at least 20 pt.
- Video clips must be integrated into the submitted file.