

## INFORMATION FOR ORAL PRESENTATIONS

- Speakers are requested to upload their file to the computer on the corresponding room before 9:00 am, if their presentation is in a morning session, or before 14:30, in case of an afternoon session.
- Presentations may be transferred via USB device, CD-R or DVD.
- Oral presenters will have a **15 minutes-talk**, including 3 minutes for questions.
- Optimal conditions of presentation files:
  - You could use for presentation Microsoft PowerPoint Windows-Office 2000. (if you prefer to use other software, please bring it to Congress).
  - Maximum Resolution: 1024x768 XGA in your slides.
  - Do not use letters smaller than 12 pt.
  - If you have a Macintosh computer, it can be plugged in having a conventional 15-pin socket. If your computer does not have this connection, please bring an appropriate converter with you.

### ***Guidelines for PowerPoint Presentations***

- To clearly identify your presentation, please save it with your given & family name as part of the file name i.e. jane\_smith.ppt.; with any additional information required following EG: john\_smith\_paper2.ppt
- Please ensure your first slide is a title slide stating - your name, presentation title and affiliation.
- Video files used in the presentation should be saved to the same storage media as the main .ppt file.
- Non-standard codecs used to render and playback video files should also be included with the presentation.
- Inserted image files - the final display resolution will be 1024 x 768 pixels, therefore it is unnecessary to insert graphics at a higher resolution, as it will not enhance the image, and may slow down the loading of slides during the presentation.
- Graphics, written or tabular material must be of adequate size to be clearly visible to all delegates, even at the back of the hall. In general, it should not exceed 5-6 lines of bold print containing 6 - 7 words per line. If a larger amount of information needs to be presented, it should be split into several slides.
- Keep your material simple.
- Essential information and font should be large and bold.
- Slides are easier to read when there is a high contrast between the text and the background (e.g. white/yellow letters on a black/dark blue/dark green background). Avoid using black text.
- Line graphs and simple drawings are more effective than tables of figures.
- Keep slide transitions simple and consistent.