

AUDIOVISUAL GUIDELINES FOR ORAL PRESENTATION

All presentations must be prepared in PowerPoint (file extension .pptx). They will be displayed from a PC with Windows 10 and PowerPoint 2016 on a 16:9 format screen.

All presentation must be delivered at Speaker Ready Room at least 1 hour before your scheduled presentation time. If your presentation is scheduled early in the morning please deliver your presentation the day before.

In order to ensure an optimal delivery of your presentation, please stick to the following guidelines in the preparation of your presentation:

- Your presentation should be 16:9 formatted.
- Preferred page set-up is landscape orientation (portrait orientation will not be displayed correctly).
- Use standard Windows fonts only. Try to avoid use of non-standard Windows fonts or language specific fonts.
- Images: Do not copy and paste the images from another application, please use the "insert image from a file" functionality from PowerPoint (format JPG or PNG).
- Video: we strongly suggest WMV or MP4 as video formats. To avoid any issue with movies and loops, presentations should be saved as a .pptx files.
- Apple Keynote users: Please export your presentation and select pptx format in the advanced option dialog. Check your presentation on a Windows-operated computer (preferably Win 10).

On site help:

If you have technical questions regarding your presentation you can meet the technician in the Speaker Ready Room to either make sure that your presentation will run properly on the system or to anticipate a backup solution.

Restrictions:

Personal laptop computers cannot be connected to the projectors. Presentations cannot be loaded directly onto the computer in the lecture rooms. Presentations must be uploaded via our service at the Speaker Service Centre

NOTE

Take also note that pdf format is also supported.
This is the equipment will be provided in each room:

- Screen
- 22" Monitor and mouse
- Lectern and microphone