

# BEFORE THE CONGRESS

## Presentation guidelines

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 prepared in **Microsoft PowerPoint**. As a general rule, it is better to **use PPTX format**
- Your presentation will be display in **landscape orientation, 16/9 ratio**.
- You are welcome to use a slide template provided for download [here](#).
- Use high-contrast lettering and readable fonts (minimum font size of 24).
- Use standard Windows fonts only.
- Use high-contrast colors (light text on dark background or vice versa).
- A maximum of 7 lines per slide and 5 words per line will improve the communication value of your slide. You are expected to prepare 10-12 slides. Suggested presentation includes 1 disclosure, 1-2 introduction/aim of the study, 2 for methods, 3-4 results and 2-3 discussion, 1 for acknowledgment
- **Save your presentation on a USB memory stick**(and as a backup, a 2nd USB memory Stick, or a Laptop) and bring these with you to Antalya.

## Pictures and video

Save the picture you want to use as a **JPG or PNG** and set **compression/quality to medium or high**. (Avoid saving your pictures as TIF files, especially MAC presentations).

- **AVI, WMV, MPG or MOV are the only acceptable video formats.**
- Save the pictures/videos used in your presentation separately on the USB memory stick – size limit of 1 GB is preferred. In case of problems, we can re-insert the original items.
- As general rule be careful to respect author's rights and persons' anonymity.

## Apple/Mac

Please save your presentation as “.PPTX”, it will guarantee a better compatibility with the system.

When drafting your PowerPoint version MAC we kindly ask you to respect the following conditions:

- Pictures should be in jpeg, png and not tif or pict.
- Do not copy and paste images from other applications directly into your slides but use the “insert image from a file” functionality from PowerPoint (format JPG or PNG).
- Used fonts should not be specific to MAC OSX. Please use Windows fonts (Arial, Calibri, Times New Roman, Symbol...).
- Check your presentation on a Windows-operated computer before bringing it to the congress.

## UPLOADING THE PRESENTATIONS

All PowerPoint presentations must be uploaded prior to the session in the Speaker Ready Room, as it is not possible to run PowerPoint presentations directly from a laptop in the session rooms. Please be aware that you will be able to modify your presentation until 2 hours before the start of your session.

In order to test your presentation before your session, we strongly encourage you to come and check your presentation at the SPEAKER READY ROOM

## THE DAY OF YOUR PRESENTATION

### At the Speaker Ready Room

**All oral abstract presenters giving a presentation are requested to validate their presentation in the Speaker Ready Room (SRR) minimum 2 hours before the start of their session and the day before in case of early morning sessions.** The Speakers Ready Room is located at the hotel and there will be signs for directing the presentation holders.

Please note that presentations received after this deadline cannot be guaranteed optimal audiovisual support.

You will be welcomed by hostesses to be registered at the speaker ready room, at this time you will need to confirm if you give the rights to BISAB to record your talk (as a webcast), which may be further used.

You will be able to upload your presentation on one of the many dedicated computers. A technical and professional team will be on site to assist you for any questions or needs you may have.

Restrictions:

- Personal Laptop Computers cannot be connected to the projectors in Lecture Rooms.
- A presentation cannot be loaded directly on the computer in the lecture room.

### In the session room

Each session will be facilitated by chairs who are responsible for keeping the time. **As a speaker, please plan to arrive at the session at least 5 – 10 minutes before its starting time and introduce yourself to the chairs.** Please make sure that they know how to pronounce your name. We kindly ask you, if possible, to sit in the front row for convenient access to the stage.

For your presentation, a computer at the lectern will be ready to use:

- Your presentation will be launched by technical staff before you start to talk.
- Adjust the microphones if needed, but please do not touch it during your presentation.