

## **General Presentation Guidelines**

- Widely used sans serif fonts such as Arial or Helvetica are recommended for clarity. Use a font size of at least 24 points for body text and 36 to 40 points for headings.
- Light-colored text on a dark background is advised. Beware of those color confusion lines when you use color!!

## **Oral Presentations**

- Each presenter will be allowed 15 minutes. The presentation should be limited to ~10 mins to allow for 3-5 minutes of Q&A at the end. Please prepare your talk such that you will end on time. Session moderators will be advised to keep a strict timing.
- The conference room will be equipped with a Windows machine. Your presentation should be a Microsoft Powerpoint or Adobe PDF file. The presentation can be on widescreen 16:9 format.
- Make sure that videos are embedded in PowerPoint and play correctly. You will have a chance to test your presentation between breaks or early in the morning.
- Wi-Fi will be available in the conference room, however, the quality and speed of the connection cannot be guaranteed. In case you would like to play online videos, it is advisable to download them and then embed them in your presentation.

## **Poster Presentations**

- Each author will be provided with a poster board that has a usable area of 95 x 175 cm (width x length). Your poster should fit within this area and needs to be in portrait format.
- Is advisable that text and figures are readable/viewable from a distance of 1 m. Use short phrases and “bulleted” text throughout the poster; avoid long narrative paragraphs.
- Push tacks or velcro adhesive will be provided to mount your poster.