



## ORAL PRESENTATIONS INSTRUCTIONS

Oral presentations will be 15 minutes long plus 5 more minutes for questions and answers.

The meeting room will be equipped with a PC and a data projector (beamer) for PowerPoint or Adobe Acrobat presentations.

The presentations must be brought to the organization desk at least two hours before your lecture, via USB drive.

- Store all your files in a unique folder (especially videos).
- Make sure video(s) play automatically when slide is displayed.
- The aspect ratio of the screen is 16:9
- Colours: use light-coloured fonts for texts (white/yellow) on dark backgrounds or vice versa. A strong contrast is important for good legibility.
- Legibility check: step back 1,5 m from your computer, the text should be easily readable on presentation mode (if not, you are using a too small font).
- PowerPoint & Windows versions from 95 to Windows 2013 may be used.
- It will NOT be possible to make any changes in the presentation once in the meeting room, nor by the technician nor the speaker.
- There will be no possibility to connect your laptop at the lectern in the meeting room.
- Please adhere carefully to your allotted time (15 minutes). Chairpersons have strict instructions to interrupt you if the allocated time slot is exceeded. Note that you will have 5 more minutes for questions and answers.