

## Presenter Technical Guidelines

PCs will be available in each session room however, you are welcome to bring your own PC or Mac.

### Make Sure Images Are Simple and Legible

- Use a sans serif typeface such as Helvetica or Arial. - Avoid using anything smaller than 24 pt font.
  - Keep title to one line.
  - Test slides for legibility and contrast.
- Include your contact information and website URL on the final slide. - Check spelling using a spell check program or a proofreader. The larger font the better, as well, stick with a non-stylized font (i.e. Times New Roman).

### Technical Instructions

- During the event, presentations will run on Windows Power Point (versions from 2015-2016) with a resolution of up to 1920x1080 (via HDMI or UXGA cabling). Attendees are welcome to provide Mac laptops if they choose to use Keynote. Various adapters are available upon request.
- Preferred page setup is landscape orientation with high-contrast lettering and readable fonts (minimum font size = 24).
  - Use high-contrast colors: light text on dark background or vice versa.
  - A maximum of 7 lines / slide and 5 words / line will improve the communication value of your slide.

### Suggestions to Improve a Presentation

- In general: the smaller your presentation (in size) the easier it is to handle. Any movie/image file must be in the same folder of the presentation and must be copied in the folder before being included in the presentation.  
Only single projection is available in the presentation rooms.  
In a dark room, such as the ones the presentations will be viewed in, pages that are only text are easily viewed with a dark background and light colored text.

### Pictures

- Do not save the picture as BMP or TIFF (size is too big).  
Images with .gif and .jpg extensions are recommended to obtain a light presentation (other kinds of extensions - recognizable by PowerPoint will be accepted all the same).  
Save the pictures used in your presentation on a USB storage as backup (in case of problems we can re-insert the original). Additionally, PDFs for presentations that may have been created using a different format are acceptable.

### Video

- Movies should not exceed 50 MB each (50 MB is not necessarily the limit; we can handle larger movies without any problems but the video may not present as smoothly).  
Always bring your movies on a separate USB storage as back up. The best format for videos is .mp4.

### Graphics

- Save the graphics or spreadsheets (Excel) used in your presentation on a separate USB-stick as back up.

### Fonts

- Please do not use non-standard fonts.