



## Instructions for Oral Presentations

### Audiovisual Equipment

Please note that Symposium venue room (Junior Ballroom) will be equipped with:

- LCD projectors
- Podium laptop (PC) with USB and CD/DVD player
- Podium and wireless lapel microphones
- Laser pointer

### Computer Presentation Guidelines

To ensure consistency with the presentations please follow these simple guidelines:

1. Presenters are allotted a maximum 20 minute time window, for which we suggest preparing a 15-18 minute presentation, allowing a few minutes for questions and answering.
2. All oral presentations will be made using laptop computers provided by the Symposium Organization. No personal laptop or notebook computers will be allowed for oral presentations.
3. Speakers should provide a copy of their presentation well in advance of their scheduled talk, preferably by uploading it to the symposium website through their author login. Otherwise, a table will be set up near the registration table for authors to upload and check their presentations.
4. Only the following formats will be accepted for uploading presentations:
  - USB Memory Stick
  - CD/DVD
5. Only Microsoft PowerPoint (version 2000 and up) presentations formatted for PC computers will be accepted. Please make sure that your file ends with a ".ppt or .pps".
6. Any video presentation should be embedded in the Power Point presentation. Authors should have on hand the source video(s).
7. Text on slides should be of a large enough font size to be seen from a distance. It is suggested to use a minimum of 20 pt font for text (and a minimum of 14 pt font for tables or labelling of diagrams).
8. Figures should be of high resolution quality. Low resolution images that look okay on a laptop screen will not look the same when projected on a large screen.
9. Select text and background colours that provide a strong contrast. Again, lighter colours that show up okay on a laptop screen or computer monitor, may not show up as clear when projected on a large screen.