Instructions for the preparation of your PowerPoint presentation

IMPORTANT MESSAGE:

1/   AV desk location: Foyer Auditorium Max Weber, next to the registration desk
2/   ONLY PowerPoint presentations will be allowed – NO slide facilities will be available in the session halls
3/   Presentations from a personal laptop will NOT be allowed – present your material at the AV desk at least 2 hours before the start of your session. In case of morning sessions, your presentation must be delivered the evening before.

A. Preparation

- Your presentation should be prepared in PowerPoint 2007 or PDF
- Please indicate the initial of your first name and the full last name in the footer of your PowerPoint slides (e.g. J. Smith)
- Preferred page set-up is <u>landscape</u> orientation (portrait orientation may not be displayed properly)
- Use high-contrast lettering and a readable lettertype (minimum font size= 24)
- Use high-contrast colours: 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 (use keywords rather than complete sentences).
- Save your presentation on a USB stick or a CD-ROM or and bring this with you to Leuven. Please hand the USB stick or CD to AV desk. Afterwards, please keep the CD or USB stick available during the presentation. For your reference, also have the presentation printed on paper during your lecture.
- Name your presentation with your **name, day and time of presentation**
- It is absolutely necessary that the files of videos and pictures are located in the same folder as the PowerPoint presentation. Moreover, they need to be copied in the folder before they are inserted in the presentation.
- The size of your PowerPoint presentation should not be greater than 50 MB, videos excluded.
- The videos included in the presentation shall have the following extensions: .avi, .mpeg, .mov, .wmv. Please use the following codec: DivX, Xvid. Videos made by means of proprietary codec (selected camera makers) cannot be viewed.
- It is recommended not to use more than one video associated with a single slide.
- Before importing the pictures into the PowerPoint presentation, be sure that they are optimized in size by means of graphic programmes such as for example "Imaging", "Photoshop", "Photopaint", "Paint shop pro", etc.
- To keep the presentation of a suitable size, please use compressed .gif and .jpg pictures (different types of extensions will be accepted as well, provided that they are recognized by PowerPoint).
- Avoid excessive animation in the slides.

B. Management on site

- Please note that <u>you cannot give your USB stick directly to the technical staff in the auditoria or rooms</u>. Instead, always present your material to the AV desk. They will upload your presentation and will make sure your presentation is available in the relevant room before the start of your session.
- You are requested to hand in your presentation (USB stick) at the AV desk <u>no later than 2 hours before the start of your session</u>. If your session starts at 08.30 am, please give the USB stick or CD-ROM to the staff at the AV desk the day before, before 04.00 pm
- You are requested to verify the content of your slide presentation (images, text, movies etc…) on a local computer remaining at your disposal. Please note that the organisers cannot be held liable for any loss of images during data transfer.
- You should bring the USB stick with you to the lecture room/hall in case a problem would occur.
- Each room/hall has a technician to assist you with your presentation if needed. No more changes can be made inside the room/hall where the session takes place.
- Please make sure to be in the room/hall about **15 minutes** before the start of the session in order to check the presentation system with the technician.

- Presentations from **personal laptops** will **NOT** be allowed to avoid time breaks between the presentations.