

POWERPOINT PRESENTATION GUIDELINES

- **To ensure a smooth transition between presentations, please be informed of a newly adopted protocol:** All presentations are to be pre-loaded onto the conference computers prior to each session and the options of using either Keynote or PowerPoint are provided.
- Name your PowerPoint file “#AbstractNumber Last_Firstname.ppt” (ex. #526 Silva_Manuel.ppt) so that we may easily distinguish between presentations.
- File names such as “CIBIA2019.ppt” or “Faro.ppt” should not be used.
- Please submit your presentation by **email** or **wetransfer** to the email address cibia2019@ualg.pt no later than one week before your presentation is scheduled, but bring it along with you on a flash drive in any event.
- Changes SHOULD NOT be made to presentations already submitted unless there is a strong reason for it.
- Changes SHOULD NOT be made on-site unless there is a strong reason for it.

POWERPOINT PRESENTATION INFORMATION

General Information

- Oral presenters will be allocated **10 minutes** for their presentation and **5 minutes** for questions and answers with the audience. If the presentation exceeds 10 minutes.
- Your audience will be **multinational**. Be sure to explain/define any slang terms, acronyms, etc.
- Slides **should not have more than five lines** of information.
- Information should be spaced evenly on the page.

Color/Font

- Use the option for ‘Font TrueType’.
- Maintain consistent fonts throughout, using no more than two fonts on one slide.
- Use traditional bullets (i.e., circles or squares), instead of ‘fun’ bullets. Depending on the version of PowerPoint used, some bullets may not transfer.
- Background and font color are easy to read at a distance.
- **Font** should be easy to read (**no smaller than 24-point**).
- Headers are in the same font and font size throughout the presentation.
- The body of the slides should be in the same font and font size throughout the presentation.

Animation

- Limit animations.
- If using animation, be sure that animation is timed and transitions do not occur on the click

AT THE CONGRESS

- Pick up your registration materials. This serves as your presenter check-in; no additional presenter registration is required on-site.
- Test your PowerPoint presentation at the desk near the secretariat or in the Presenter Ready Room the day before your session.
- **Arrive at the session room approximately 15 minutes before the session begins.**
- Staff will be available to explain how to use the equipment and to answer any additional questions.

PRESENTER READY ROOM

- The Presenter Ready Room is located in the second floor of the Pedagogic Complex next to building 4 room 2.28. Please check the map of the venue in the program and signs on-site for the exact location.
- Oral and symposium presenters may view their already loaded presentations on the computers. Changes and updates to the presentations cannot be made on-site
- If a presentation is missing, please immediately notify staff.
- The Presenter Ready Room is available for use during the following times:
 - **Monday, 1st July:**
 - 14:00-17:00 h
 - **Tuesday, 2nd July:**
 - 09:00-11:00h
 - 14:00-17:00 h
 - **Wednesday, 3rd July:**
 - 09:00-11:00h
 - 14:00-17:00 h
 - **Thursday, 4th July**
 - 09:00-11:00h

AUDIOVISUAL EQUIPMENT

- All session rooms are equipped with:
 - LCD projector for PowerPoint presentations
 - Lectern microphone
 - Computer with built-in speakers
 - Projection screen
- ***Presenters CANNOT use personal equipment or attach personal equipment to the equipment provided by the audio/visual vendor.***