



**APCOM 2019  
Presentation guidelines**

**Instruction for Oral Presenters**



## General instructions

1. Language Presentations as well as all audio-visual material should be presented in **English**
2. All presentations are held in Adobe Acrobat Reader (**PDF files**) on a PC running Windows 7 or 10. Alternatively presentations can be prepared in Microsoft PowerPoint 2013 (and earlier) compatible format. Please note that PDF file format is preferred because of its multi-platform compatibility.
3. Presentations in Word format, Keynote or Prezi are NOT accepted.
4. Multimedia content (videos) are to be sent as separate files.
5. Speakers are kindly requested to respect the allotted time to guarantee a smooth running of the sessions:

## Time Allocation

- All presentations are planned for **20min + 10min** for questions/discussion unless otherwise stated.
  - The 20 minutes presentation includes introduction of the speaker by the Chairperson and presentation.
  - A 5min warning will be give at the 15min mark and a bell will sound at for a full stop at the end of the session.
5. The use of personal laptops, iPads, etc (MAC and PC) for presentations in the conference rooms have to be discussed with APCOM Organization Committee ( email address: [apcom2019@apcom.info](mailto:apcom2019@apcom.info) ) **untill 21'th of Mai 2019**. Without permission the use of personal equipment will not be allowed.
  6. Prior to the conference, a technician collects presentations from speakers and transfers them into appropriate conference sessions.
  7. Speakers are asked to send their presentations to the "INDICO" system ( <http://2019.apcom.info/> ) **untill 21'th of Mai 2019**. Details on page 5 of this document.
  8. APCOM Organization Committee will perform a quick run of the presentation to check whether the presentation runs correctly. In case of problems we will contact speaker via email.
  9. When the presentation is launched, the speaker has control and can navigate with a remote device.



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## Guidelines for producing effective presentations

It is important to remember that the presentation will be presented in a large room, which is why the presentation rules differ from those concerning printing or publishing on the Internet in terms of colors, font size and layout. Below is the basic information that will help you create presentations more effectively, for example using PowerPoint.

### Colours

Wrong selection of text and background colors can make the presentation virtually unreadable. White Background with black text is probably the most common mistake. The white background will generate very strong light on the screen and in this light, even the bold black text will be almost to disappear. In general, a dark background with light text is recommended. However, if you decide to use a white background, make sure the **text color is in good contrast** and does not distract your audience.

### Slide layout

The layout of the slides should be simple and clear. If you like, there may be one title line, and or a small type of graphic. Otherwise, the slide area should be available for your text. Do not stretch the text area to the edges of the slide.

### Text selection and size

Express one thought per slide. The standard guideline is no more than six lines of text and a heading on each slide. Fonts size 32 points - 36 points they will always be clearly visible. Smaller values are acceptable, **but never less than 16 points**.

The text should be in one style and font size - generally, a sans-serif font such as Arial is good. The whole text should be in the same color. You should only use the fonts available in Windows; otherwise, presentations will not be handled by computers during the conference.

### Bullet points

Every thought should start with bullets and have eight words or less. Avoid using periods, WRITING WITH GREAT LETTERS, paragraphs. It is better to use short and concise phrases instead of full sentences.

### Animations

Animations determine how missiles appear on each slide (eg Singly). We do not recommend using animations.

### Transitions

Transitions determine how the display changes (eg, Fading in black) as the presentation moves one slide to the next. We do not recommend using transitions.

### Pictures



Image files can be very large, and files of excessive size can affect the performance of our computer and proper presentation. We recommend using .JPG (JPEG Files Interchange) format when inserting photos. Try not to use too heavy images (recommended 100 KB or less). Insert images as embedded objects, not as linked files.

## Charts and graphs

Charts and graphs are often a real problem with PowerPoint slides. Often the charts are imported from a scientific article or website and are too detailed for the live presentation environment. The charts used in the PowerPoint presentation should be prepared specifically for this presentation with respect to:

- Layout - should be simple and clear
- Size - should fill in the text area of the slide
- Lines and other elements of the chart - they should be thickened and different elements should have different color; all colors should contrast with the background
- Text size - it should be as large as possible

## Movies and video files

If your presentation contains links to video files, it is important that you send us not only your PDF / PowerPoint file, but also video files. Most types of video files (e.g., MP4, MPEG, .wmv, .AVI, Realvideo, Quicktime, Flash, etc.) are accepted. All videos will be tested and checked by the conference technical staff to make sure they work properly.

## File size

The size of one presentation should not exceed 500 MB.

## Fonts

Do not use special fonts that are not part of the standard PowerPoint package, as this will cause problems with running the presentation.

## Special signs

To avoid compatibility issues, do not use special characters (eg «, Ö, Ø, ñ, ε, ®, ý etc.) to name your presentation or movie files.



## How to send presentation materials

1. Log in to INDICO system [link](#)
2. Find your contribution
  - a) Option 1) in "My Contributions" page [link](#)



Illustration 1: List of contributions under "My Contributions" page

- b) Option 2) in "Contribution List" page [link](#) . You can filter results by typing your name or contribution name

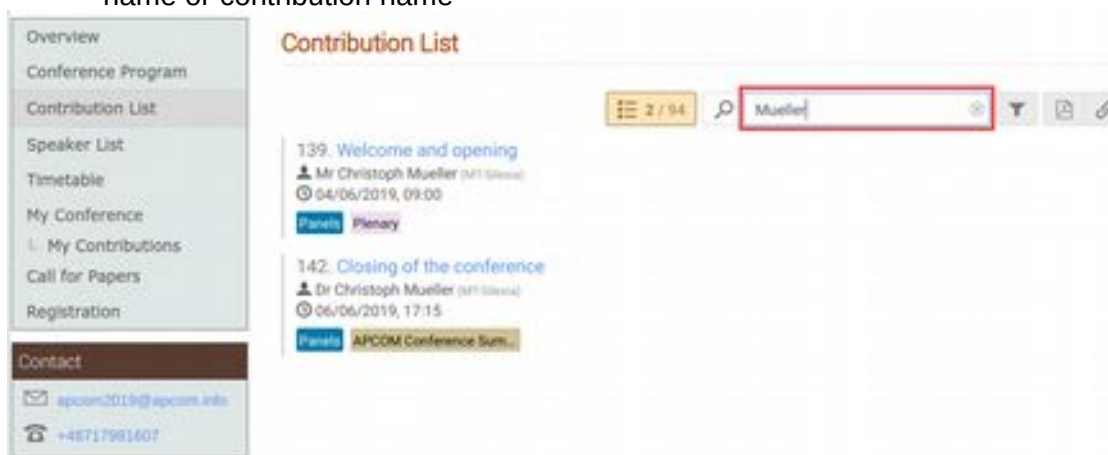


Illustration 2: Filtering a given contribution from the list of all contributions ("Contribution List")

3. Open contribution page by single-click on a contribution title.
4. Open presentation materials management window by single-click on (1, see Illustration 3)

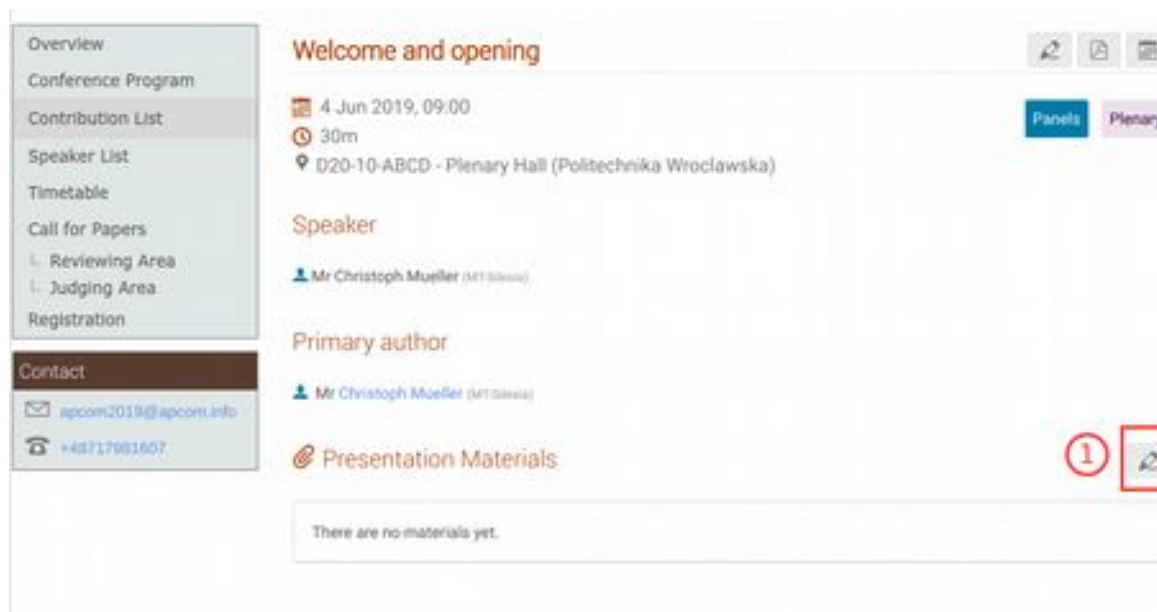


Illustration 3: View of "Contribution Page". Click (1) to open "Materials management" window.

5. Upload your materials by "Upload files" button (1)

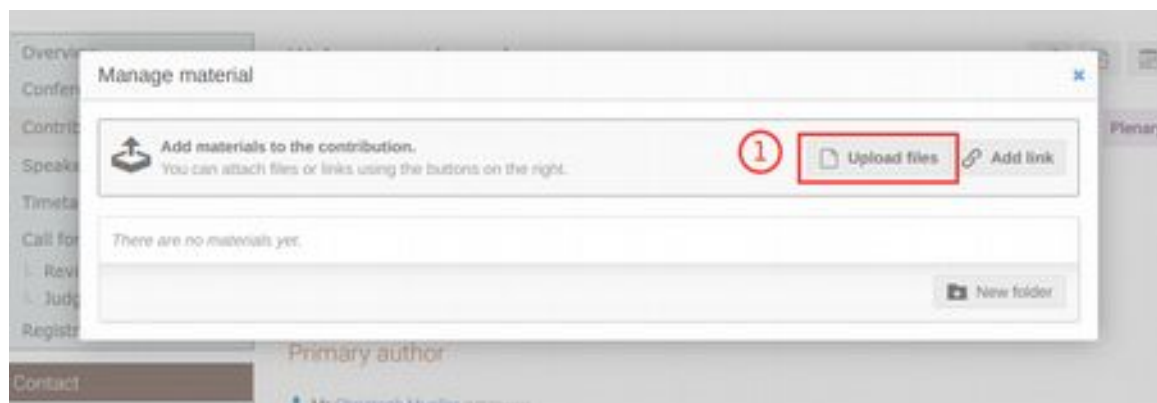


Illustration 4: View of "Manage material" window. Click (1) to upload presentation materials.