



Guidelines for Oral Presentations

We appreciate that you may be well-experienced in presenting at conferences. These guidelines are intended to facilitate your preparation, especially for first-time presenters.

Presentation Structure

- 1. Format Requirements:**
 - Presentations must be in PowerPoint (.ppt, .pptx) format, LANDSCAPE orientation (ratio 16:9)
 - Dimension: 11.25 inch x 20 inch
 - Language: English
- 2. Length:**
 - Limit your presentation to **12-14 slides (10 minutes / presentation)**. This helps maintain focus and ensures you stay within the allocated time.
- 3. Q&A Session:**
 - **Q&A will be held at the end of each session. You may verify the exact duration of the time for Q&A on the [programme](#).** Please be prepared to answer questions about your presentation that may be addressed to you by the audience at the end of the session.

Slide Design

- 1. Photo Quality:**
 - Use high-resolution images to ensure clarity and professionalism.
 - Avoid pixelated or blurry photos as they can detract from the quality of your presentation.
 - It is not mandatory to use the template provided by the Scientific Committee. However, **we kindly ask that at least, you include the ESLA logo on the first slide of your presentation.**
- 2. Colour Scheme:**
 - Choose a consistent colour scheme that is easy on the eyes.
 - Ensure high contrast between text and background (e.g. dark text on a light background) for readability.
 - Avoid using overly bright or clashing colours that can be distracting.
- 3. Fonts:**
 - Use easy-to-read fonts such as Arial, Helvetica, or Calibri.
 - Maintain a font size of at least 24 points for body text and 36-40 points for headings.
 - Avoid using more than two different fonts to keep the design clean and cohesive.
- 4. Text Amount:**
 - Keep text to a minimum. Aim for bullet points rather than paragraphs.



- Use keywords and short phrases to convey your message.
- Each slide should have one main idea to avoid overwhelming your audience.

Multimedia

1. Videos:

- Ensure video files are properly embedded in your presentation.
- Use standard video formats (e.g., MP4) to avoid compatibility issues.
- Test the videos in advance with the technical team to confirm they play smoothly.

Technical Considerations

1. Testing:

- Arrive early to test your presentation on the equipment provided at the venue.
You must hand in your presentation the day before your presentation at the Speakers' Room. You may also send it in advance at adriana.barsan@pproevents.com.
- Check that your slides display correctly and that any transitions are smooth.
- Check that any videos or audio files display and work well.

2. Backup:

- Bring a backup copy of your presentation on a USB stick and in a cloud storage service (e.g. Google Drive, Dropbox).

3. Preparation:

- Practice your presentation multiple times to ensure you are comfortable with the content and timing.
- Prepare for potential questions by familiarizing yourself with the broader topic and related research.