Oral, Panel and Rapid Fire Presentation Submission

Optional Presentation Template

The presentation slide aspect ratio (size) is **16:9**. Download the optional presentation template **here**.

Preparing Your Presentation Material

- Your presentation must be prepared in PowerPoint 2007 or any later PowerPoint Version (MS Windows) and provided on a CD-ROM or USB-removable drive.
- Set the slide size of the page to "On-screen show" 16.9 and landscape orientation in the page set-up section. (Portrait orientation will not be displayed properly).
- Use high-contrast lettering, and not too much text per page (max. 10 lines or 15-20 words). Make sure you use high-contrast colors for the best definition of your text. Please be aware that red letters or lines are usually not visible.
- As a general rule, you should not present more than 1 slide per minute. Visual material supports the speech and should not be the transcription of it.
- You may include graphics and/or slide-show animation. If the presentation contains movies, they have to be coded by standard Windows codes. Remember to save your PPT show with your video attachment in the same folder and then copy the folder to the CD or USB-removable drive including ALL elements. Do not use special fonts which are not part of the standard PowerPoint package as this will cause problems while uploading your file.
- Include duplicate(s) if you intend to use a page more than once in the course of your presentation and include the duplicate slide in the correct sequence of the presentation.
- It is recommended to keep a copy of your presentation at the time of the presentation, should a problem occur. Furthermore, please have the presentation printed on paper, for reference during the lecture.
- Special characters: To avoid any compatibility problems, please do not use special characters (i.e. ", Ö, Ø, ñ, ?, ®, ý, }, { etc) to name your presentation or movie files.

Submitting Your Presentation Slides

All Oral (OS), Panel (PS) and Rapid Fire (RF) presentations must be brought to the Speaker Preview Centre **at least 24 hours before presentation time**. Further details will be posted on our Call for Abstracts page.

e-Poster Presentation Submission

e-Poster presentation file submission instructions for abstracts accepted as e-Posters have been sent to presenting authors on February 1, 2018. If you are an e-Poster presenting author and have not received your instructions, please contact support at multieposter.com.