

## Free Paper Podium Presentation Guidelines

**The work needs to be scheduled for 8 minutes of presentation followed by 2 minutes' discussion.**

- Speakers must adhere strictly to the scheduled times according to the programme.
- Only computer projection will be available. No overhead or slide projectors will be available in the meeting rooms, and it will not be possible to use personal laptops.
- Speakers are kindly requested to use PowerPoint MS Office (Windows or Mac).
- Presentations prepared with Keynote can be used.
- The uploading of DVD movies is NOT supported.
- We recommend using “.gif” and “.jpg” formats for images.
- MPEG4 is the preferred format for embedded movies, but \*.avi, \*.wmv are also accepted. If Codecs are used, the Code package DIVx in the current version should be chosen. This can be found at [www.divx.com](http://www.divx.com). Confirm that all the necessary files are in the SAME FOLDER as your presentation.
- Use large fonts (the minimum font size should be 18 points).
- Confirm that your presentation contains only standard fonts. For cross-platform compatibility, the use of Times New Roman, Arial, and Verdana is advised. Some other fonts may not transfer properly from your computer to the system used for presentation.
- Use only USB pens to upload presentations easily at the AV Preview Room.
- Enclosure of a disclaimer at the bottom of the first slide is mandatory, as “The author declares no conflict of interest” or “The author declares that a conflict of interest exists in respect of (explain)”