

Guidelines for PowerPoint (ppt) presentations

1. The Presentation Time and Schedule

The congress team will arrange a presentation schedule according to tracks and sessions. It is very important to be brief and respect the schedule. The general advice is to be focused and to summarise the most important findings only. This is intended to keep sufficient time for discussion.

2. The PowerPoint Presentation

Format: 4:3

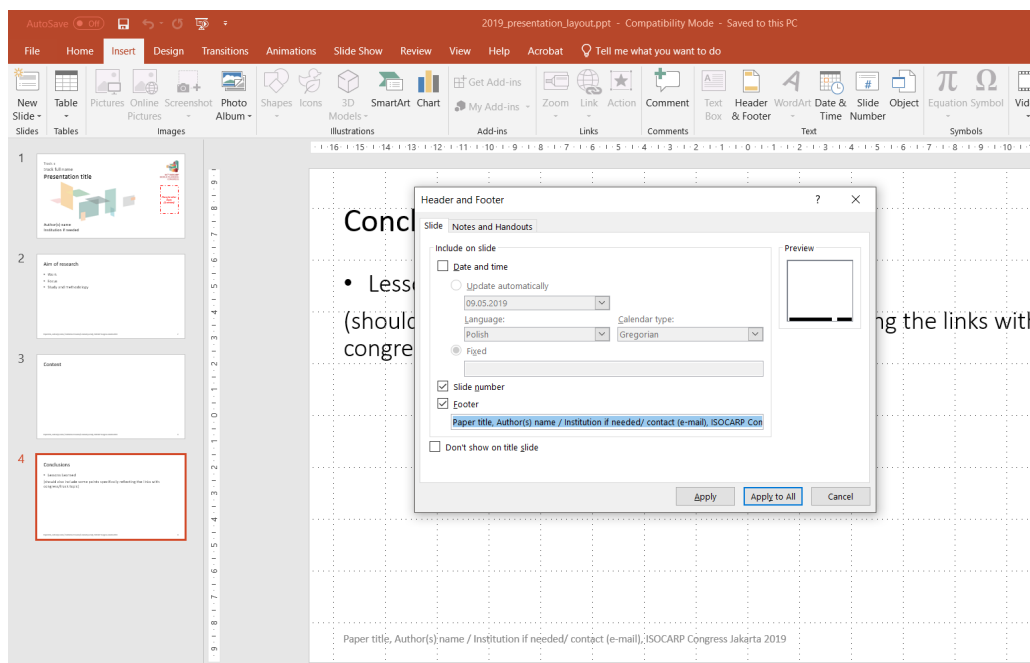
Text on slides should be limited and in the form of bullet points and keywords

The format and design of the presentations is up to the authors – except the Summary Slide (see below)

Presentation slides should have the following sequence:

- First slide: Track name, Name of author(s) and paper title
- Second slide: Aim of research / work, focus, study and methodology
- Next slides: Content of the research / case study
- Final Slide: Conclusions and Lessons Learned (should also include some points specifically reflecting the links with congress/track topic);

A [template](#) for the presentation slides is provided and can be used by author as a guidance (not mandatory). It is recommended that each slide has a footer with the author's name, contact information (email), page number and title of the paper.



As an alternative, other visual presentations may be used, such as slideshow, Prezi, video etc.

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3. Summary Slide

A separate slide shall be the Summary Slide prepared on the provided [template](#) (mandatory). It should not be presented by the author. This slide will show the paper findings, key points and open questions for the discussion. It should not repeat the presentation but highlight the key findings and questions. It will be displayed during the discussion of each session.

You can find examples from previous years here:

https://drive.google.com/drive/folders/0B_YcPYWylzhLWNUbHhROWhsREE