Guidelines for oral short presentation of **6 minutes**

Detailed guidelines for the preparation of Power Point presentations

Visuals should support your talk. They should thus relate to the words spoken, be seen clearly, be well organised and emphasise the important points. A visual that is overloaded or difficult to read or understand will only be distracting. **The aim is to get your message across** (not to show the range of functions available in Power Point)

Keep things simple for maximum impact!

Your presentation should be prepared under powerpoint, with a slide format for 16:9 screen.

Please name your powerpoint file according to the following example: oral-session-number.firstauthor.name.ppt (example: O21.martin.ppt), and then save the file under **PDF format :only PDF format will be accepted for oral presentation**. Further **technical informations** will be given to upload your file on a platform.

Your short oral presentation should not exceed 6 minutes
(4 more minutes will be granted for questions)

Basic rules

- Make a title slide to introduce your talk and set the scene. Put it on when you are ready to start to get peoples' attention. This is the only slide in your presentation that might have a logo.
- Headings should be short. Keep your other messages short as well. **Do not write your text in sentences.** Rather use key words and bullets to focus attention. Illustrations may help emphasising your messages.
- What to include? Consider what main points you wish to put across to the audience, and then devide slides to illustrate these as concisely and clearly as possible. **It is recommended to keep the "methods" section to the essential,** since audience will have your full paper in advance. Prefer to go straight to the main results, for maximum clarity and impact.

Too many slides? : **You should have about one slide for each minute allocated for the talk (6 minutes= more or less 6 slides)**.

Be prepared to leave slides out if time is against you. The most important slides are often at the end, i.e. the conclusions and implications. Plan your presentation so there is no risk you will need to leave out the most important slides!

Not too much information!

- **Keep it simple**. It is difficult for audiences in long sessions to absorb complex information from a slide (most slides are up for less than 90 seconds). NO slides with "animation" since the file used for presentation is a pdf file.
- **Tables– if you have more than four rows of four columns it will be difficult to read**. Tables taken straight from a journal or your paper might be impossible to read and understand in a slide. Rounding numbers may add to clarity. Prefer to use graphs to show a trend or make a comparison.
- **Graphs and charts. Do not use too many lines in a line graph**, or bars in a chart. It might be easier for the audience to quickly see what a line represents : prefer to put a label next to each line (instead of legends outside the graph). Using colours or shades will help distinguishing lines, bars etc. Remember that the axes should be quantified and named.
- **Pictures and photos will add impact** and help illustrate but can be overdone. Ask yourself if they really assist the talk.

Avoid small font sizes!

Font size 24 is usually a minimum size for the text, but the size can preferably be larger, both in text and headings. Use fonts that have been used widely for many years, such as Arial, Verdana, Comic Sans, Times New Roman, Symbol. That reduces problems that might occur when the presentation is done with another computer than the one where it was produced. Another option is to save the file by using "Pack and go".

Words written in lowercase letters (or with an initial capital) are easier to read than words all in uppercase.

Colours

- Colour can make visuals more attractive, but too many colours in a slide can distract from your message. Text and diagrams are usually seen best on a plain background.
- **Make a good contrast between text and background**, e.g. dark text on a light background. Although it is not recommendable, if you use a dark background, make the text white or yellow (and preferably bold).
- Avoid basing a distinction solely on red vs. green; those that are colour blind might miss it.
- Choose colours, contrasts and font sizes that maximise the possibility to keep room light on during your presentation. Having the room illuminated improves contact with your audience and helps keep them awake!

Test : Test your presentation in a hall to make sure it is clear for those sitting at the back of the room. As a first test, however,
you can check that your slides are easy to read in PowerPoint "slide sorter view" (select zoom 100%).

Check : **There will be** an opportunity for you to do a final check of your slides in the Slide Reception room when you have arrived
to the congress.