

## **SMART2017 AUTHORS: HOW TO PREPARE YOUR PRESENTATION**

### **PowerPoint Instructions**

- Please use the Microsoft PowerPoint 97-2007 or 2010\* (\*.ppt) or (\*.pptx), or Adobe Acrobat Reader (.pdf) to guarantee they will open successfully on an on-site PC.
- We recommend you to save your PowerPoint presentation using PPT(X) format instead of PPS
- Please note that we cannot guarantee the quality of Macintosh-based presentations, please check in advance (2 hours before your session starts) their Windows compatibility

### **Pictures/Videos**

- JPG images are the preferred file format for inserted images. GIF, TIF or BMP formats will be accepted as well.
- Images inserted into PowerPoint are embedded into the presentations. Images that are created at a dpi setting higher than 200 dpi are not necessary and will only increase the file size of your presentation. Try to avoid overloading your presentation with unnecessary images.
- In case you have any videos in your presentation - please test your presentation with the on-site PC several hours before your presentation. Generally, the MPEG-1 and AVI format should work with no difficulties.

### **Fonts**

- Only fonts that are included in the basic installation of MS-Windows will be available (English version of Windows). Use of other fonts not included in Windows can cause the wrong layout / style of your presentation.
- Suggested fonts: Arial, Times New Roman, Tahoma
- If you insist on using different fonts, these must be embedded into your presentation by choosing the right option when saving your presentation, see details below:
  - Click on „File“, then „Save As“
  - Check the „Tools“ menu and select „Embed True Type Fonts“

## **HOW TO SAVE and SUBMIT YOUR PRESENTATION**

### **How to save your presentation**

- Please save your presentation in a USB flash memory.
- Save all files associated with your presentation (PowerPoint file, movie / video files, etc.) to one folder / location.
- In case you are presenting more than one presentation during the congress, save different presentations to different folders and name them clearly to avoid on-site misunderstandings and problems.
- Always make a backup copy of your presentation and save it on a different portable disc or medium than the original presentation.
- DVD-RAM - will not be available.

### **How to submit your presentation at the Congress**

- Please come to the Speakers' Ready Room (AULA 1) at least 2 hours before the beginning of your session. In case your speech has been scheduled for morning session please come to the Speakers' Ready Room (AULA 1) the day before your presentation.
- The Speakers' Ready Room is located in the corridor opposite to the lecture rooms corridor, (at your right when you enter through the Main Access) and the Opening hours are coincident (monday 4th: 17:00 to 19:00, tuesday to thursday from 8:00 to 16:30 )
- During your lecture you will be using a Remote Control for controlling your presentation
- It is expected that all presenters use the PC installed at each room, and presentations are uploaded well before the session, at the Speakers' room. Plug-in of your own PC to the beamer may cause waste of time and malfunctioning.
- All presentations will be deleted from all the PC after the Conference

**WE STRONGLY ASK ALL THE SPEAKERS TO KEEP THE TIME OF THEIR PRESENTATIONS**