Oral presentation guidelines

Prepare for your oral presentation

Oral speakers will attend the conference and present live to an audience (in Spanish or English, according to speakers' preference). Each speaker has a 15 minute slot, including questions, assigned for the presentation. Rooms and timetables will be available in the coming weeks.

Create your slides

The most successful presentation slides are graphically rich presentations of your research that both highlight the main points and fill in the most interesting details.

Your presentation slides should include:

- All slides formatted for easy understanding of the information on each slide.
- Explanations for each image and table.
- Media file(s) embedded in your primary presentation as a slide.
- No automatic slide advance timings.

Fonts

The session computer will have the standard font sets included in Windows 10, as well as PowerPoint. Please refrain from using custom or purchased fonts, as these will not be available and may impact how your presentation looks.

Aspect ratio

The meeting will be utilizing 16:9 aspect ratio projectors (widescreen) in all rooms. To utilize the full screen, you should create your presentation in "widescreen" format. The standard 4:3 format will work but it will not fill the entire screen when in presentation mode.

Media files

As a precaution, bring all media files with you to the meeting, even though you've embedded them in your slide presentation. While we can help with many aspects of your talk on-site, we can't "fix" a missing media file.

Presentation file types

The session computer will run Windows files natively. There is no restriction regarding file size. The computer will have the following software:

- PowerPoint for Windows.
- Adobe Reader.
- Google Chrome.

In PowerPoint, save your file as a .pptx. Do not use .ppt, .pps, or other formats, as this will affect your file's ability to open correctly.

Template

Authors are free to use the template provided by their own Universities or places of work. Authors are encouraged to closely follow instructions provided above. Additionally, please ensure you add the conference's logo to your presentation. The logo can be downloaded from here.