

ORAL PRESENTATION GUIDELINES

Oral Presentations Preparation

Presentation Format

Oral presentations should be always accompanied by PowerPoint presentations. Speakers are entirely responsible for the presentation content (order, graphics etc.). All presentations have to be delivered in English.

Please prepare your presentation using an up-to-date version of Microsoft PowerPoint, but older versions are also supported. The screens' aspect ratio will be 16:9. Please note that Apple Keynote and Prezi presentations are not supported.

You are welcome to use your own PowerPoint template or you can download the ECREA template [HERE](#).

Time reserved for the presentation:

15 minutes per paper + 10 minutes of discussion time at the end of the session for all presentations.

Supported file types:

- Presentation: PPT, PPA, PPTA, PPTX, PDF
- Video: AVI, MPG, MKV, MOV, MP4, WMV
- Audio: WMA, MP3, WAV
- Pictures: JPG, GIF, BMP, TIF

When saving your final presentation to the USB stick please make sure to include your video files and all links to these multimedia files. Please note that the presentation computers do not allow any online content to be presented. Make sure to deposit all the files (such as video/audio/picture) with the PPT file in the Upload Center.

Depositing the Presentation

Your presentation must be handed over to the personnel in the UPLOAD CENTER with a USB stick, as far in advance as possible but at least TWO HOURS before the start of the entire session where the presentation is to be displayed. The presentation for an early morning session should be handed over the evening before.

The location of the UPLOAD CENTER and opening hours are as follows:

- Meeting Room: 1253-317 William Scharff auditorium, 2nd floor.
- Building: Lake Auditoriums (South)

UPLOAD CENTER opening hours:

- Wednesday, 19 October – 14:00-19:00
- Thursday, 20 October - 8:00-19:30
- Friday, 21 October - 8:00-18:00
- Saturday, 22 October - 8:00-15:00

All presentations will be sent directly to the lecture room over the network.

We kindly ask all speakers **NOT** to come at the last minute with their own computers. All presentations must be uploaded to the **UPLOAD CENTER** beforehand.