Two Slides

- Flash presenters may use one or two slides to promote their poster.

- The aim is to attract people to your poster.

- A company or institution logo is permitted in the footer.

Logo

File Name

- Save your file with your session number as a prefix. For example:
- **Session Number:** P.1
- **Author:** Author Name
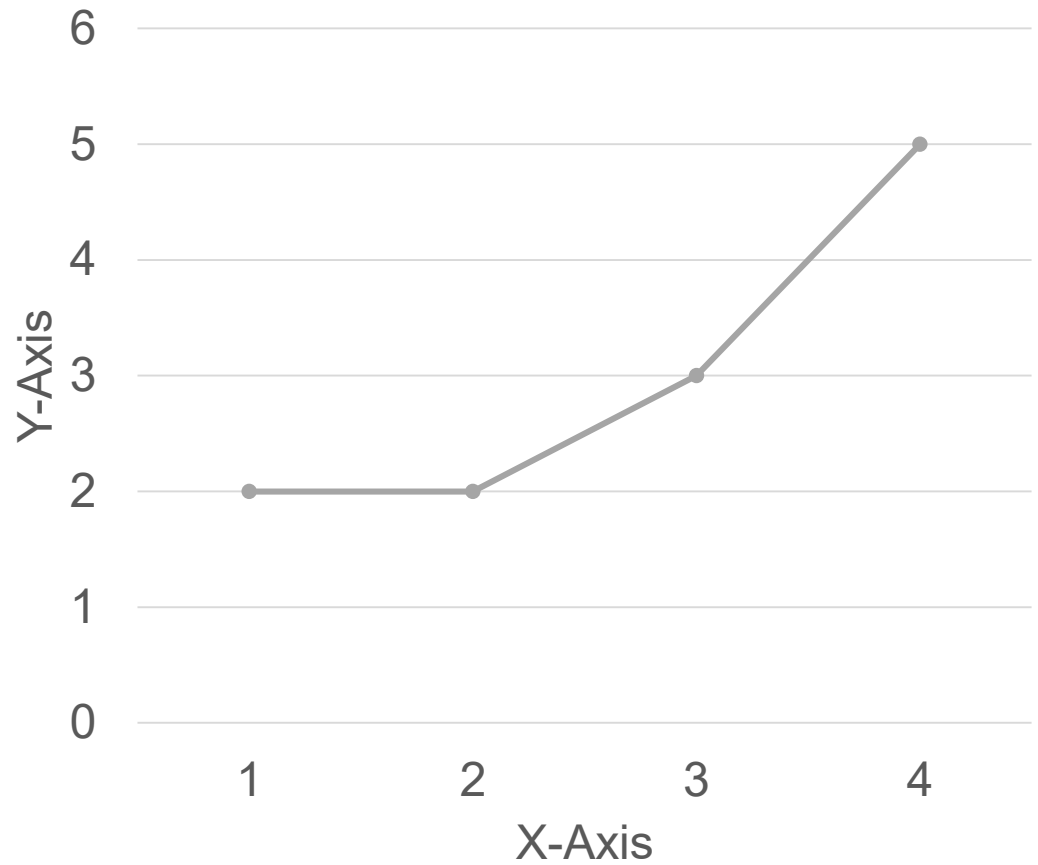
P1.Author Name.ppt

90 Second Presentation Duration

• Each presenter of a "flash presentation" has a 1 ½ minute slot.

• Please practice it to ensure it is not longer than this duration.

Logo, Background and Borders

- **Corporate and institutional logos are permitted only in the slide footer.**

- **Corporate and institutional backgrounds and borders are not permitted.**

- Backgrounds must be white.

- Text, lines, and shape outlines must be dark.

Slide Title in 36-44pt

- Arial text in 24pt

- For diagrams, plots & graphs:
  - Minimum font size for text is 20pt.
  - Please ensure all font sizes in X & Y axes titles & diagram labels are ≥18pt to be seen clearly at the back of the room.
  - Any slides with text smaller than these limits will be asked to be updated.

Slide Content Instructions

- This is an example of an inappropriate slide.

- For slides with text only, <u>use no more than 30 words per slide</u> and no more than 6 lines of text per slide.

- For illustrations, make all lines, numbers, and captions of sufficient thickness and size so that they are projected clearly.

- Often graphical data that are imported from another application have inadequate line width and font size to be useful. If necessary, re-draw the material using native PowerPoint graphics & ensure the font size is readable and meeting the sizes shown on previous slide.

- Use duplicate copies of slides that will be used more than once during the presentation. Do not plan to move back to previously shown slides during the presentation.

Colours

- If using coloured text: try to use red, blue & yellow first as some people are red/green colour blind.

16:9 Format

- Please ensure you use 16:9 slide size and not 4:3.

File Format

- Electronic projection will be used for all technical papers & flash presentations.

- • The projection computers will run the following software:
    - Microsoft Windows 10, Microsoft PowerPoint, and Adobe Reader.

- **Presentation slides must be provided in either PowerPoint or PDF format.**

File Upload

- **Please upload your flash presentation slides to the CMT system before Friday May 19th**

- If you make changes during the Workshop to your slides, you must re-upload to the CMT system and inform the organisers or AV desk <u>on Sunday 21st</u> .

- We cannot accept changes to your slides on the day of your flash presentation.