

Instructions for Oral Presenters

How to prepare a presentation

Instruction for PowerPoint

- Please save your presentation in PowerPoint 2013 or later (.pptx) so that we can guarantee the successful opening of your presentation on our computers.
- We recommend saving the presentation in PPTX format. Please also prepare it in 16:9 format (the screens in the lecture rooms are this ratio).
- Feel free to use [this template](#).
- You can also save the presentation as a PDF.

Pictures/Videos

- JPG is the most commonly used format for "embedding" images into a presentation.
- GIF, TIF or BMP formats are also acceptable.
- A resolution of up to 250 dpi is sufficient for quality image display during presentation. Higher resolution images only increase the file size and do not improve the resolution of the dots on the screen. Please compress the saved images in the presentation at the recommended resolution.
- If you have a video saved in your presentation, please arrive plenty of time in advance so that it can be tested. The recommended video format is MP4.

Fonts

- Only fonts that are part of the basic installation of MS Windows will be available. Using other fonts may cause your presentation style to be displayed incorrectly.
- Recommended fonts: Arial, Times New Roman, Tahoma, Calibri
- If you insist on using special fonts, you must save them with your presentation. Click on "tools", then "options", then "save", check the "Insert True Type fonts" box, and then save the presentation.

How to submit your presentation on-site:

How to bring your presentation

- Please bring your files on one of the following media:
 - USB flash disk
 - External HDD or SSD
- Save all files associated with the presentation in one folder (PowerPoint, movie/video files, etc.).
- Always make a backup of your presentation on a second medium, external drive, or cloud backup – Google Drive or email.

Where to submit your presentation at the congress

- The congress halls are equipped with standard equipment for PowerPoint presentations. **You must submit your presentation to the technician in the congress hall no later than 60 minutes before the start of your session on a USB flash drive, external portable hard drive, or SSD.** If your presentation is scheduled for the morning session, please submit it the day before.
- **Always submit your presentation in the lecture hall where you will be presenting.**
- The ideal time to submit your presentation is during coffee breaks.
- **Please be present in the session room 15 minutes prior to the start of your session** and follow the instructions from the Chairs and/or technician.

AV Equipment in the halls

The halls will be equipped with the following equipment as standard:

- data projector
- projection screen (16:9 ratio)
- presentation notebook
- preview screen
- sound system
- microphones
- timer (countdown)
- presenter (remote control)

**In case of problems, please contact technical support
at the following email address – rajtora@guarant.cz**