PRESENTATION GUIDELINES

IMPORTANT INSTRUCTIONS FOR PRESENTERS

Presenters are requested to send their PowerPoint slides in advance as there is **NO speaker preview room** available at the venue. The submission must be done via the online form below **by Thursday 27 March 2025**.
https://form.jotform.com/242734459879374

If you are not able to make this deadline, please contact Eleni Tsiokos-Tsimpidas beforehand.

You will need to prepare your presentation on the **ISSAID 2025 Meeting Official PowerPoint Template (16:9 format).** You may download this PowerPoint template **HERE**.

GENERAL GUIDELINES FOR PRESENTERS

Session rooms:
There are **two session rooms of different size and technical set-up**, which should be considered:

Espace Adenauer:
The plenary room has a capacity of 500 pax. The presentations will be displayed from the AV technicians at the back of the room.

Salon Gulbenkian:
The parallel room has a capacity of 80 pax. The presentations will be displayed directly from the laptop on the lectern.

For safety and security reasons, no-one will be allowed to stand in the back of the session rooms.

Schedule:
Please ensure to **be ready in front of the session room 20 minutes before the scheduled start time** of the session to meet the chairperson and other presenters to discuss the session format.

Language:
All **presentations must be in English**. There are no simultaneous translation facilities. Please speak slowly and clearly throughout your presentation to help those who are not of English mother tongue.

Presentation Length:
Please **keep to the time allocated to your presentation** and follow the instructions given by your session chairperson. Please refer to the times written in your invitation letter. Make sure to keep some time allocated for questions and audience discussion.

Tips and Tricks for your Presentation:
Ask yourself the following questions to give the most effective and powerful presentation:
- What is my goal for this presentation?
- What is the most important message I want listeners to leave with?

- If I wrote a one-sentence description of my presentation, what would it say?
- If I were to write a list of the keywords for the presentation, what words would be on the list?
- What is the theme? And what are the three major points?
- What action do I want audience members to take upon hearing my presentation?

Waiver

Submission constitutes your consent to publication of your session outline and any PowerPoint presentation. **Please inform us if you do not wish your presentation to be posted** on the ISSAID website, following the conference.

FORMAL AND TECHNICAL REQUIREMENTS

Software:

Microsoft PowerPoint™ version 2016.

Screen resolution 16:9:

You will be required to prepare your presentation in 16:9. You may download this PowerPoint template **HERE**.

Fonts:

When you use PowerPoint™ always use the option: 'Font TrueType'

Mac/Macintosh:

If you use a Mac/Macintosh™, computer, save your presentation on a PC format.
Keynote Presentations (Mac/Macintosh™ hardware) are not compatible and cannot be used!

Video Formats:

Video formats will be accepted: MP4, AVI. These must be integrated in your PowerPoint™ presentation.

GENERAL GUIDELINES FOR MODERATOR/CHAIRPERSON

- Speakers in your session have been asked to report in front of the session hall 20 minutes before the scheduled start of the session. Please use this time to confirm the format of your session.

- We urge you to begin the session on time. If one of the two moderators is missing at the beginning, start straight away and inform the hostess. Please keep strictly the time for your session as set out in the Final Programme. Be firm in having speakers respect their allocated presentation time.

- Should a speaker not arrive for his/her presentation, please fill in the additional time with discussion or take a temporary adjournment and continue with the next presentation at the scheduled time advertised in the Final Programme. This is most important because delegates will rely on precise timing as they move between sessions.

- All presentations must be in English as this is the language of the Congress. Simultaneous translation is not provided. Please therefore ensure that you and the speakers speak slowly and clearly all the time to help those who are not of English mother tongue.

- At the beginning of the session, please ask the audience to turn off all mobile phones and pagers.

- For safety and security reasons, no-one will be allowed to stand in the back of the session halls.

- If you are giving a presentation yourself during the session, please refer to the "General Guidelines for Presenters"