ERS 2017 Milan International Congress
GUIDELINES FOR AUTHOR PRESENTING IN
ORAL PRESENTATION SESSIONS

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**When will I present? When will I provide my presentation slides?**

The schedule of your presentation is available on the online programme. Use the search engine and look for your abstract/presentation by typing its title (full or part) or your surname (in the search by speakers). Once you find your presentation/abstract, click on it to access the date, room and timing of the session in which you will take part.

By mid-August, you will receive an email with a link, login and password to upload your presentation slides.

**PowerPoint projection**

In August, all abstract presenters for Oral Presentation sessions will receive a login and password to access a platform to which they will have the possibility to upload their presentation.

Qualified technicians will ensure that all presentations are loaded on to a single central computer before the session and that it is available through a local network to the correct room.

In the lecture room where your presentation takes place, a computer with your PowerPoint display will then be available. Technicians will be able to help you onsite at the Congress, in the Speakers’ Preview Room.

**The format of your slide can be modified: choose under File, Page-setup, On-screen Show.**

Slides in 16/9 format are displayed better with the M Events system.

**Use 16/9 format for your slides.**

If you use 4/3 slides, 2 large black borders will appear on each side of your slides.
A few technical hints to prepare your presentation

PowerPoint is meant to support your talk; it should not be a subtitle for the presenter. The audience should focus on what you are saying. Therefore your emphasis should be on the subject that you are talking about, and not on the PowerPoint itself. Your slides should illustrate your talk with graphs, charts and pictures, rather than paragraphs of text. As a presenter, it is better to talk at your audience rather than just reading the slides. You should also try to encourage interaction and questions where possible.

Things to think about when preparing your presentation

1. **Font size**: see section on “legibility of the text”
2. **Structure**: Use bullet points, keyword outlines and phrases rather than full sentences or paragraphs. The general rule is that there should be no more than five bullet points per slide and no more than 17 words per bullet point.
3. **Templates** and backgrounds should never compete with the text. Dark backgrounds and light text work well.
4. **Colour**, see section on “legibility of the text”.
5. **Standard**: Be consistent with each slide regarding font size and style, capitalisation, headings, bullet points, etc.
6. **Length**: The general rule is to have no more than 1-2 slides per minute of your presentation (not including the title slide and outline). Your presentation is scheduled for 15 min. 10 minutes should be dedicated to the Power Point presentation and 5 minutes for questions and answers.
7. Make sure you have no spelling or grammar mistakes.
8. **Position**: Maintain eye contact with the audience while presenting slides. Also by facing the audience, you will be in the right position to talk in the microphone.

Legibility of the text

**How to determine legibility:**
- With a 17-inch screen, stand about 2 metres away. If you can see your presentation clearly at 100%, then there shouldn't be a problem in seeing this presentation in a lecture room.

**Enlarge for better legibility:**
- If you use a font size of 24 point, your text should be readable from the back of the room.
- Rather than using bold to make text clearer, increase the size of your text from 24 to 28 point.
Use of the right colour:
Current projectors use very strong lighting, so it is no longer necessary to use only dark backgrounds with a yellow font. You should be aware, however, that a contrast between the colour of the letter and the background is strongly advisable. If necessary it is possible to make use of a shadow letter, to increase legibility. In this case, you should use shadow that contrasts with the colour of the background.

E-Poster creation

Creating and uploading your E-poster will increase the visibility of your work, as it will also be available during the five days of the Milan Congress and not only during the time of your presentation session. This is a great way to build up interest in your presentation and also provide good audience participation during your presentation.

You will receive in July the link and login to upload your e-poster.

Visit the website to find out more