



ICOHAR International Conference on One Health Antimicrobial Resistance

Instructions for oral presentation

The lecture room will be equipped with a PC and a data projector for **PowerPoint presentations only**. The presentation must be handed in to the AV technician present in the lecture room at least **two hours before your lecture via memory stick**.

1. Preparation

- Store **all your files** in a unique folder (especially videos).
- Avoid animations and make sure video(s) play automatically when slide is displayed.
- Format: prepare your presentation in **16:9 format**
- Colours: use light-coloured fonts for texts (white/yellow) on dark backgrounds or vice versa. A strong contrast is important for good legibility.
- Legibility check: step back 1,5 m from your computer, the text should be easily readable on presentation mode (if not, you are using a too small font!).
- Windows Versions from XP to Windows 10 can be used.
- PowerPoint version 2003-2016 & 365 can be used, version 2013 and higher are recommended

2. In the lecture room

- Hand in your presentation file to the AV technician in the lecture room at least two hours before your lecture!
- Technicians will help you with your PowerPoint and any technical issues that may arise.
- Via network your presentation is made available in your lecture room, on a presentation computer operated by a technician.
- There will be **no possibility to connect your laptop** in the lecture room.
- No overhead or slide projectors in the lecture rooms; no double projection.
- No change in presentation in the lecture room by the technician or the speaker.

LAST BUT NOT LEAST, PLEASE END YOUR LECTURE ACCORDING TO THE PROGRAMME SCHEDULE AND ALLOW AT LEAST 1-2 MINUTES FOR QUESTIONS FROM THE AUDIENCE