

Oral Presentation Guidelines

While preparing your presentation for a data-projection via PC we may kindly ask you to consider the following guidelines:

- Your presentation time is specified in your acceptance letter; please check it. We recommend that, for a smooth development of the session and the attention of the attendees, you adjust the number of slides to the time given for your presentation.
- All presentations must be submitted as PowerPoint compatible files on PC-readable external disk drives, USB sticks or memory sticks at the media-check at least 2 hours before the start of your session, or the day before if the session starts at 09:00 h. To avoid certain incompatibilities between Powerpoint for Mac and Powerpoint for Windows only images in JPG- or PNG-format should be used in the presentation.
- The conference rooms will have a 16:9 widescreen HD (high definition) screen. We recommend that your presentation, in PowerPoint for PC or MAC or Keynote, be prepared in this format (16:9 slide), although presentations in 4:3 format will also be accepted.
- If fonts are used in a presentation that are not – by default – available in Windows or Powerpoint the varying fonts must be included in the presentation or enclosed as separate files for installation.
- Please note that Powerpoint does not integrate video files into a presentation until version 2010, the file extension is 'pptx'. It is recommended to carry each video as a separate file.
- • You can download **the official oral presentation template** from the website.
- You can also consult the **Presentation Guidelines for Speakers**, available on the congress website. Please check it thoroughly before preparing your presentation.
- Remember that as first author you must be registered for your abstract to be considered as presented.
- **We would like to kindly remind you that, in line with the conference guidelines, all oral presenters are required to include a Conflict of Interest (CoI) Statement in their presentation. Please ensure that the CoI Statement is displayed on the opening or second slide of your presentation.**

If you have any questions, please contact us by email at congress@devent.com.tr