

# Oral Presentation: Guidelines

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## Timing of Oral Presentation

- 10 minutes to present
  - 5 minutes for Q&A
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## Format and Naming of Oral Presentation

The presentation shall be delivered **EITHER** in \*.pptx (Microsoft Office Powerpoint) **OR** \*.pdf format. No other formats are allowed.

It is critically important for files to be named using the following naming format:

**[SessionNumber]\_[Time]\_[AuthorLastName]\_[AuthorFirstName].pptx/pdf**

For example, if John Smith was the first speaker in session “Oral Session 1 MORNING” and scheduled at 9:15 his file would be named: **OS1M\_0915\_Smith\_John.pptx**.

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## Presentation Font

Please, try to use only standard fonts, e.g., Arial, Calibri, Times New Roman, etc.

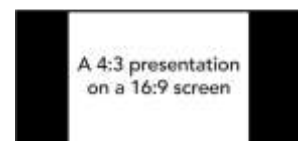
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## Presentation Format

**The aspect ratio of presentations should be 16:9 format.** To take advantage of this, speakers must set the PAGE FORMAT or SLIDE SIZE to 16:9 widescreen prior to creating their presentation.

If you are using PowerPoint 2007 or older with linked media, you will need to supply those files along with your PowerPoint file in the Speaker Ready Desk. **It is recommended that where possible, any necessary video or audio files should be embedded in your PowerPoint file.**

If your PowerPoint presentation contains video files, it is very important that they are tested in the Registration Desk as early as possible. If your video file fails to display properly, it may take hours to fix in some cases.



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## Submitting Your Presentation

### ON SITE ONLY

Bring the presentation with you in a dedicated USB flash drive. All speakers are required to deliver the presentation to the **Registration Desk** of the day of the presentation (**before 8:30AM of Morning sessions, before 12:00AM for Afternoon sessions**). No exceptions. UNIPD staff will assist with the upload of your files and provide the opportunity to preview and/or edit the presentation as necessary.

**For Apple Mac users: Apple Mac computers will not be provided.** If your presentation is created in Apple's "Keynote" presentation software, please save your presentation in PDF format. Mac Users working in PowerPoint are advised to use True-Type fonts whenever possible to avoid formatting issues when viewing on a PC. Mac users are welcome at the **Registration Desk** to ensure that the presentation is properly formatted to be displayed on our presentation machines. Please make sure all fonts display as expected (use the EMBED FONTS feature in PowerPoint) and all audio/video clips play properly.

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## Additional (Practical) Information

Presentation computers have some important limitations:

- There is no Internet access available on the session room computers.
- Software cannot be installed on session room computers.
- There are no video ports or other connections at the podium for a speaker's laptop or other device. Do not plan to use your own device for your presentation.