Guidelines for presentation – information for speakers

1. Presentations should be prepared in the form of MS PowerPoint files (file extension * .ppt, * .pptx).

2. Film embedded in the presentation should be placed in the same catalog as the presentation.

3. If a custom * font is used in the presentation, it must be embedded in the presentation when saving the file (and should be placed in the same catalog as the presentation). Otherwise, the organizer does not guarantee the proper presentation of the presentation.

4. Presentations must be prepared in 4: 3 format.

5. Due to the legibility of the presented content, please do not post texts, images and other relevant content near the edge of the slide. Please keep margins up / down, right / left.

* *standard fonts, ie Arial, Times New Roman, Calibri etc. (standard available in Windows software)*

Presentations should be delivered to the multimedia point, no later than 20 minutes before the start of the session.
The multimedia point will be located at the Congress Reception, level -1.