ORAL PRESENTATION GUIDELINES

PRESENTATION DETAILS

1. There are varying presentation lengths depending on the type of session you are presenting in within the program. Your presentation length will be included in your oral presentation details letter.

2. Presentations should be prepared in wide screen format with a ratio of **16:9.**

3. It is recommended that you use the official APLAR 2018 PowerPoint presentation template which can be downloaded here.

LOADING YOUR PRESENTATION

All presentations will be networked to the presentation rooms; therefore you need to ensure your presentation is loaded **at least 3 hours prior to your speaking time**. **It will not be possible to use your own laptop or USB for your presentation.**

1. Speakers should bring their presentation saved on a USB stick.

2. Please ensure your presentation is saved using the following naming convention: Day_Room_Time_Your Name e.g. **Thu_Room304B_1030_JohnDoe.**

3. All speakers are required to pre-load their **presentations at least 3 hours prior to their Individual speaking time.**

4. Please visit the Speaker Presentation Room 302e located on Level 3 of the Kaohsiung Exhibition Centre to upload you presentation.

5. Fonts. Please ensure you bring a copy of any unusual fonts you require.

6. 3rd Party Software. Bring a copy of any industry specific software that you may require.

MOVIES OR SOUND FILES

1. If you have movies or sound files in the PowerPoint presentation please embed these within your PowerPoint.

2. Please also bring a copy of the sound or movie files on a USB in case they are lost on different versions of PowerPoint or have become corrupt during transit.

3. Advise the speaker's preparation technician that you have movie files immediately upon your arrival at the Kaohsiung Exhibition Centre, so that the integrity of the files can be checked on the scientific sessions network in plenty of time ahead of your session.

4. Ensure that you have the correct AVI codecs saved with the video/audio file presentation. The technicians within the Speaker's Preparation Room can assist with this and download any missing codec files from the Internet but this takes time, so it is in your best interests to advise the technician that you embedded video files as soon as possible.

If you have any questions please contact info@aplar2018.com