

Oral presentations guidelines

Oral sessions will be moderated by chairmen. Each oral presentation is **15 minutes long which may not be exceeded** (12 minutes for presenting and 3 minutes for discussion or questions). All presenters will be introduced to the audience by the session chair

PPT slides:

- For 15 minutes presentation, the recommended number of slides for your PowerPoint file is 15/20.
- The presentation files should be brought on a USB, memory stick or a similar memory device
- Its contents should be structured and have the following parts: title, introduction, methods, results, discussion, etc.
- Presentations should not contain full paragraphs of text. Use a list of bullet points or outline format and make sure to elaborate on the points in your talk.
- Every slide should contain a title that summarizes the information presented on the slide.
- Create a logical flow for your presentation.
- The fonts that are used should be in sans serif type (like Arial or Helvetica). This is because when projected on a big screen, letters lose some of their clarity, and serif types (like Times) can be blurry.
- Use large fonts, as big as realistically possible. Small fonts are hard to read.
- Use contrasting colours – for example, either a dark background with light text or a light background with dark text.
- Limit your graphics to 1-3 per page. Too many graphics can be distracting.
- Include a good combination of words, pictures, and graphics. Variety keeps the presentation interesting.
- The possibilities of animations are numerous. Please do not exaggerate.
- Graphs and figures are often better than tables
- If you wish to add films or other sorts of interactive materials, please include these in the presentation and inform the Conference Secretariat beforehand.
- Your slides should have an aspect ratio of 16:9 (widescreen).
- Technical assistance is available.

Deadlines:

Speakers are invited to send to the email address brucellosis2022@izs.it the PPT presentation by **12 September 2022**.

Speakers' room (slide centre):

A speakers' room will be available at the venue to preview the slides and any embedded multimedia content. It will be located close to the registration area. Our staff will be glad to assist you if you need to make any last-minute changes;

Post-conference publication:

After the Conference, a PDF version of your slides will be made available to all the participants for download on the Conference's website, unless otherwise agreed. Therefore, please be aware that the materials used in your slides are not copyrighted.