

AUTHORS' INSTRUCTIONS

- ORAL PRESENTATION -

These instructions for speakers describe the different steps and requirements for a successful presentation during the Conferences. Please read them carefully.

All speakers must go to the **Congress Presentation Rooms** in order to upload their presentation and associated files, during coffee/tea break **before the presentation time**. The Seminars will be held in 3 different close buildings. Please take this into account so that you plan ahead!

The following mass storage devices are accepted:

CDROM / DVDROM

USB Key

It is also possible to send your presentations before the congress to a.balkan@medula.com.tr

Presentation files must be in **Microsoft Powerpoint PC format only**. The software versions used in the conference rooms are **Microsoft PowerPoint 2010**. **Pdf file format is not allowed except if the "full screen mode" is used during presentation. In any case, all animated presentations must be checked carefully.**

If your PowerPoint presentation has videos:

They can preferably be in MPEG-4 format. But you can also use MOV, WMV, MPG or AVI formats. The presentation and its related files, notably video files, should be in a single folder named for the conference.

Use of high definition videos and images is not necessary for projection. It is important to limit the size of your document. It will not enhance the image, and may slow down the loading of slides during the presentation.

Slides must be sized for an on-screen show of 4:3 and NOT 16:9.

To clearly identify your presentation, please save it with your given & family name as part of the file name i.e.

gulsen_gungor.ppt

Please ensure your first slide is a title slide stating: your name, presentation title and affiliation.

Graphics, written or tabular material must be of adequate size to be clearly visible to all delegates, even at the back of the hall. If a larger amount of information needs to be presented, it should be split into several slides.

Test the readability of your slide show: run your presentation on your computer (17" screen), stand 3 meters away, you should be able to read the presentation clearly.

Please adapt your presentation to fit within the allotted time. For invited speakers, 30 minutes is given including 5 minutes question part, for the other speakers 20 minutes is given including 5 minutes for question part. It is important that sessions begin and end on time.

At the end of the congress, we systematically remove and delete ALL presentations and associated files.