Guidelines for Oral Presentations:

The presenting author must be a registered delegate of the conference. For registration please follow the link https://portal.eivoc2025.org/check-preregistration

Presentation schedule will be shared closer to the date of the conference

A. Presentation Standards

1. All presentations must be in English.

2. An electronically generated presentation using Microsoft PowerPoint is the standard.

3. The projection will be on a single screen. There will be no capability for dual screen or simultaneous video projection on a second screen.

4. The use of personal laptops will not be possible.

5. **Final Presentation must be mailed to eivoc@snmail.org on or before August 6, 2025 by 5 PM IST.**

6. Video clips should be embedded in your PowerPoint presentation with appropriate animation commands. It is suggested that you program your presentation to start the video with the advancement of a slide.

7. For a backup, please bring your PowerPoint presentation on a USB drive. Remember to include in the same folder in the USB drive the individual video clips that you may have embedded in your presentation.

B. Preview Room

1. Preview Room is available to assist you with your onsite audiovisual needs. The room is well equipped to preview your presentations, modify it, and copy it from a USB drive. Audiovisual staff will assist you with any needs that you may have regarding your presentation.

2. Preview Room is open from 7.00 AM to 8.00 AM, 1:00 PM to 2:00 PM and 4:00 PM to 6:00 PM on 15th and 16th August at CTC.

3. Please check your presentation well ahead of time in the Preview Room, and make changes if necessary.

4. All presenters must have submitted their FINAL presentation at the Preview Room at least four working hours before the commencement of their session.

C. PowerPoint Tips

Background

• Use one background for all slides

• Use darker colors and simple designs. Some general options to consider are as follows:

   • Cool Colors: most effective background colors - blue, turquoise, purple, magenta,
   etc. These colors appear to recede or draw away from the eye, allowing the text to

appear more readable.

• Graduated Backgrounds: A background that transitions smoothly from lighter to darker shades of the same hue.

• Textured Backgrounds: In some cases, a textured background can be combined to create an interesting image; however, it shouldn't call attention to itself, cause clutter, or confusion. It should only enhance the foreground data.

Color Recommendations

• Contrasting colors work best; i.e. dark background color with lighter color for text and graphics (blue background with yellow or white type)

• Limit palette to 5 - 8 colors

• Use consistent color throughout presentation

• Highlight your main point or heading with a dominant color; i.e. yellow heading, white body copy

• Avoid intensely bright or saturated colors that compete with the text

• Avoid red text and lines on blue backgrounds

• Avoid red and green together

Font Recommendations

• Use one size for the headers and another size for the points, but avoid using more than three font sizes per frame

• Font size: 24 point or larger

• Try to maintain the same or similar type size from frame to frame even if some frames have less copy, but avoid a "lonely" word on a screen

• Use upper and lower case

• Use Arial, Tahoma, or Times New Roman fonts

• Shadow text to avoid flaring

Avoid Clutter

• No more than 5-7 lines per slide (including titles) and five to seven words per line (24/7 rule: 24 characters per line/7 lines per slide)

• Keep visuals clear and simple

• Try to keep all type horizontal to the page, including charts

• Omit grid lines on tables

• Omit background graphics on complex slides

Working with Charts

• One chart or graph per slide

• Full grids are not recommended

• Tick marks go outside plot border

• Omit data tables from graphs

• 3-D recommended for pie charts only

Final Touches

- Use animation and sound (sparingly) and only use it to emphasize key points
- Use transitions and builds
- Wipes recommended
- Be consistent

Remember to bring it down to the basics

- Plan a template
- Use colors consistently
- Use light colored fonts on a dark colored background
- Use fewer colors rather than more
- CLEAR and SIMPLE

Inserting Movies or Pictures

- We can only accept movies that have been created with standard compression codecs that are in use by Windows. Save your files as AVI's or MPG's only.
- It is imperative that you check your movies in the Speaker Ready Room if your presentation contains video files.

Embedded Pictures

- Images inserted into PowerPoint are embedded into the presentation.
- Images that are created at a dpi setting higher than 75 dpi are not necessary and will only increase the size of your presentation.
- Try to avoid overloading your presentation with unnecessary images.
- JPG images are the preferred file format for inserted images.