

# Guidelines for Speakers

## Paper presentation

### Before Sunbelt 2018, slide kit preparation

- We invite you to prepare your presentation using the guidelines mentioned below.
- Your paper is part of a session which consists of 4-5 speakers in total. For your presentation 15 minutes speaking time and 5 minutes for Q/A is reserved.
- Chairs must strictly maintain net speaking times and must interrupt if the presenter does not finish on time.
- Prepare your slides in **landscape** orientation and standard **16:9 format ratio**. [Here](#) you can find the guidelines on how to change the format of your presentation.
- Standard laptops and audio-visual equipment provided by the venue will be used in the lecture room. You will be able to operate your slides by means of a remote control. We do not recommend to use your own laptop. Please make sure that your laptop has a HDMI connection if you would like to do so anyway.
- Projector, screen, sound equipment, remote control and a Windows laptop are available in each lecture room. Should you require special audio-visual equipment, please contact the Sunbelt 2018 Conference Secretariat well in advance. Otherwise we cannot guarantee the availability.
- All presentations should be pre-loaded on the equipment in the presentation room for a smooth flow of the session. Presentations will be deleted from this equipment at the end of Sunbelt 2018 (see also below).
- Always bring your final presentation on a **USB memo stick (or other storage device)** to the congress venue.

### During Sunbelt 2018

- Upon arrival at the Sunbelt Conference venue we would kindly like to ask you to check in at the Registration Desk and check the final program for possible scheduling changes for your presentation.
- Please upload and preview your slides to make sure they appear correctly. You can do this during the coffee and lunch breaks on the day of your presentation in your presentation room.
- Meet your session's chairpersons **15 minutes before the session starts** in the presentation room.
- In the vicinity of all meeting rooms, staff will be present for assistance.

### Presenting

- When speaking, make sure to face the microphone for good-quality sound.
- Session chairs will strictly maintain **net speaking times** and may interrupt you in case of a time overrun (see above for time guidelines)

### Some advice for Mac users

- *Never use the Copy/Paste or Drag/Drop functions when inserting images in your presentation. In PowerPoint, choose **Insert**:*
  - *Image*
  - *Image from file*
  - *then select your image*
- *Image formats should be JPEG or GIF*
- *Video inserted in your presentation should be in AVI or MPEG format. In PowerPoint, choose **Insert***
  - *Film & sound*
  - *Film from a file*

*Fonts may be different in the Mac and PC environment. We suggest that you use common fonts like ARIAL, HELVETICA, TAHOMA, VERDANA, and for symbols WINGDINGS, WEBDINGS, SYMBOL fonts.*