



## Presentation Guidelines

- If the speaker wants to use his own laptop/MAC the proper HDMI adapter is required.
- If the speaker wants to use the laptop managed at the tech table by Palazzo dei Congressi, please comply with the following information:

Each session room (tech table) and slide center will be equipped with a laptop running the latest release of Microsoft OFFICE 2010/2013/2016 for Windows and KEYNOTE and the most common codecs.

The only presentation software supported will be Microsoft Power Point for Windows (.PPTX) or Power Point for MAC.

### Presentation Management

Software supported: Microsoft Power Point for Windows 2010/2013/2016. If presentations are created with other software packages, they must be converted into the supported ones.

Resolution: projection format will be 16:9 Full HD.

File size: max 500 Mb, included movie files (see section "Movie File Management")

Image file Extensions: .gif, .jpg and .png are recommended. Other file extensions can be accepted, only if supported by Power Point.

File saving: any movie, flash (not recommended) and audio, that are part of the presentation must be saved in the same directory containing the presentation.

Fonts: to be supported by Windows 7, Microsoft Office 2010/2013/2016 and Keynote. If a non-standard font is used, this must be saved in the same directory containing the presentation and checked at the Slide Centre at least 2 hours prior to the session. A list of supported fonts can be found on the Microsoft website: <http://support.microsoft.co>

Text size: graphics, tables and text should be of a sufficient size to be clearly visible by the audience. In general text should not exceed 6 lines of bold text containing 6-7 words per line. Letter size should be at least 24 pt. Large amount of information should be split over several slides.

Download: All presenters are required to bring their presentations saved on to a USB memory stick, CD-R or DVD-R disk virus free. All presentations will be checked in at the Slide Centre. Technicians will check them for compatibility and load them on to the Slide Centre Network. Should a virus be detected, the presentation will not be loaded on the network. Purging and cleaning of the infected files will not be performed.

Hyperlinks: allowed only on speaker's own laptop/MAC (check that WiFi is turned on)

### Movie File Management

You can view movies created with proprietary codecs of professional machines only after verification of the possibility of converting movies.

Supported movie codecs: Wmv and Mp4. If codec is different from the indicated ones, please go to the Slide Centre 2 hours before your presentation for movie file checking.

AVI and MOV movie files: please take note that these are not movie codecs, but “multimedia boxes”, that can contain different data types. These files are used to synchronize movie codec, audio codec, subtitles and menus.

Please Note: AVI and MOV files can contain supported extensions such as divx, xvid, wmv, h264, mpg etc. and non-supported file extensions such as avchd, theora, soreson, ffmpegX, isquint, Avidemux ect. File extensions contained inside avi or mov files can be recognized by the free software Gspot (<http://www.headbands.com/gspot/>) or MediaInfo (<http://mediainfo.sourceforge.net>). The free software Any Video Converter ([http://www.anyvideo-converter.com/products/for\\_video\\_free/](http://www.anyvideo-converter.com/products/for_video_free/)) converts movie into wmv, mpg or divx files.

File saving: movie files and/or images must be saved in the same directory contained in the presentation directory.

### **To Attend to the Slide Centre**

To ensure the smoothest possible running of all presentations, presenters are kindly requested to attend the Slide Centre as indicated hereafter:

Speakers who are using their own laptop/MAC are kindly requested to inform the Slide Centre as they arrive and go to the room during the break before their presentation in order to have a quick check with the room technician.

- 2 hours prior to the session: standard presentations
- 3 hours prior to the session: presentations with animations, transactions and graphics, presentations with movie files
- 6 hours prior to the session: presentations with non-standard movie files (mov, avi, etc.), presentations exceeding 500 Mb movie file included.