

## **Presentation Guidelines for ANQ 2016**

### **For Oral Session:**

Hand in your PowerPoint presentation on a compact USB-Drive at the **Congress Secretariat's Room**. Presentation from a personal laptop is not permitted. To ensure that the correct presentation has been submitted or to amend your presentation, please proceed to the Speakers' Testing Room to check your slides. All presentation files will be deleted after the conference and no copy will be retained.

All computers in the breakout rooms are Windows compatible. If you are a mac-user, make sure that you have converted your files to be PC-ready as there will be no facility on site to convert the mac files to PC-ready files. Please note that presenters will not be permitted to use their own laptops and to hook up to the LCD projector in the meeting room. Only PowerPoint LCD projection is available. No slides or overhead projection is possible.

Presenters must arrive in the designated room at least 15 minutes before their sessions start. Each speaker will be allocated **25 minutes for presentation including Q&A**. Speakers must strictly adhere to the time limit.

Please note the following information for preparing your presentation slides:

- PowerPoint versions accepted are from 2003 to 2013.
- Accepted fonts are the standard Windows fonts. If you use a non-standard (e.g. scientific symbols) font with your presentation, you should supply this non-standard font separately with your presentation. For a normal projection, the font size 24 is sufficient.
- Use computer resolution of 1920x1080 pixels (HD 1080i) if possible.
- Format your presentation in 16:9 ratio – adjust the 'Page Setup' menu – in PowerPoint2007/2010, select the 16:9 slide preset, or in PowerPoint 2003 or earlier, enter a custom size of 27.9 cm by 15.7 cm (11 inches by 6.1875 inches).
- Use embedded pictures, DO NOT use files linked to other files. Linked files will not show up in your presentation.

### **For Poster Session**

The location for the Poster area will be announced nearer to the Congress date. Presenters are responsible for putting up their posters on their assigned boards marked with poster numbers. Each poster will be displayed between 1:00 p.m. and 5:00 p.m. on Sep. 21rd and between 9:00 a.m. and 12:00 a.m. on Sep. 22rd. At least one of the authors of each poster must present by the poster, particularly during coffee breaks. Presenters are responsible to dismantle their poster at 5:00 p.m. If the presenters fail to dismantle their posters on time, the Congress staff will dismantle them at the end of the day and the posters will not be returned to the presenters.

Please note the following information for preparing your poster:

- Each presenter will be provided with a 150 cm high by 90 cm wide poster board. A poster size of 12 A4 lists is strongly recommended for ANQ 2016.
- Each poster must include the title of the paper, identity number, the name(s) of the author(s) and their affiliation(s).
- To be visible, a font size of at least 40 points is recommended.