

## ORAL PRESENTATIONS

The following points should be taken into consideration when preparing your oral presentation:

- Ideally, use Microsoft PowerPoint to prepare your presentation. Please, inform the Organizers if you need any special software or equipment.
- Try to keep the appearance of your slides simple and as consistent as possible, e.g. by using a recurring 'style theme'.
- Wording should be large and as legible as possible.
- Consideration should be given to colour blindness when choosing colours for your presentation e.g. avoid use of red and green together on graphs.
- Colours and background of slides have a large impact. White letters reversed out of a black background are far more effective than black letters on a white background. Likewise, the choice of colours should be considered e.g. yellow lettering on a blue background provides a good visual effect.
- Simple and effective graphics will enhance the presentation. Information presented in the form of 'pie charts', bar charts or graphs is easier to relate and understand than lists of information.
- Excessive use of animations (e.g. titles flying in from right & left) is not advised as these will probably distract the viewer and may detract from the content of the slide. If you wish to use these, please keep them as simple as possible.
- Each slide should contain only the main points that need to be conveyed. Overcrowding of the slide with tiny text should be avoided particularly if it is only to be shown for a short space of time. These main points can be elaborated upon in the talk.
- Where possible each slide should be restricted to one idea. A theme can always be enlarged with further slides, building from the original.
- Ensure that you are available no less than 15 minutes before the start of the session in which your presentation is scheduled.