XIX International Plant Protection Congress (IPPC 2019) - Oral Presentation Guidelines

It is mandatory that all speakers maintain their presentation timings strictly. Kindly note that the autotimer, will be operational for all presentations. Finishing before the allotted in time allows some time for discussion.

ESSENTIAL REQUIREMENTS

All presentations must include a concluding slide with 3 to 5 precise take home points, Advertising of any type is prohibited within educational content – including presentations; Speakers should stick to their specified time. Personal laptops are not allowed for presentation. A clear & concise presentation is always appreciated.

MAKING THE POWERPOINT

Most speakers will speak comfortably at the rate of one slide per minute. This means approximately 8-10 slides MAXIMUM for the 10 minutes presentation, 12-15 slides for 15 minutes presentation and 18-20 slides for 20 minutes presentation at the symposium.

Discuss one thought or idea with one slide. Follow 8x8 rule. Eight lines in a slide and not more than eight words in a line. Use a clear font like Arial or Helvetica and with reasonable size of 24 to 28 points. Slides are a cue. Speak on what is being projected.

TECHNICAL INFORMATION

All presentations are to be in Microsoft PowerPoint format, in the ratio of 16:9 to fit the projector screen.

If your presentation is in MAC format, it is necessary to check it runs properly in the PC in the Preview Room. Please note that speakers cannot load their presentation directly onto the display laptops in the hall; nor can they connect their own laptops directly to the hall projector.

Presenters are REQUIRED to submit an electronic version of their talk at least one day prior to their presentation to the Speaker Ready Room [10th November 2019]. Files are reviewed, scanned for viruses and loaded onto the appropriate computers in the session rooms. Changes to submitted files will not be allowed.

Fonts, animations and embedded videos which are not a part of the file should be included within the Presentation folder and this should be specified to the audio visual in charge at the preview room well in advance. Videos when included should be ideally in AVI / MPEG / MP4/ WMV. All Presentations should be tested and checked in advance at the Preview Room to be sure they work properly.