



ORAL PRESENTATIONS GUIDELINES

- Oral presenters (excludes symposia/hands-on workshops/keynotes) have **10 (ten) minutes** for presentation and **5 (five) minutes** for the discussion. The session chair will inform you when you are almost out of time. It is recommended to rehearse your presentation prior to the meeting to ascertain that the time is not exceeded.
- You must be knowledgeable in your subject and answer questions during your presentation.
- **All presenters are required to include a slide listing any conflict of interest disclosures.** Financial disclosure includes any commercial funding you receive from a company whose product(s) you are discussing. Read the [IADR Full Disclosure Policy Policy on Full Disclosure.](#)
- Presenters should mention the sponsors of their research, if applicable, in their presentation.
- When you are both a symposium speaker and a presenter at this meeting, do not repeat symposium material in your individual presentation.
- Cover the same material as reported in the abstract.
- Give an opening statement to acquaint the audience with the nature and purpose of the study.
- Briefly describe methods and materials used. Define all trade names first, then use generic names throughout the presentation. All compounds and drugs must be identified.
- **Allocate most of the presentation time to the results of the study.** State the results simply and clearly so that significant facts can be readily identified.
- Conclude the presentation with a brief summary of the essential results demonstrated by the experimental data.
- Oral presenters may want to have copies of their presentation available as handouts. This is not mandatory, just an option for the presenter, to increase the impact of the presentation.
- Please be present in the session room for the remaining presentations and the discussion afterwards, if scheduled.

EQUIPMENT

- Each oral session room will be equipped with a computer, an LCD projector, a screen, a microphone and an aisle microphone. You can not bring equipment from an outside source such as a personal laptop.
- Should your presentation require additional equipment, please contact the Organising Office periadr@figurint.com prior to the start of the conference.



SPEAKER READY ROOM (PREVIEW CENTRE)

- All oral presentations will be uploaded onto a server and distributed to the appropriate oral session room at the appropriate time. This eliminates the need for individual presenters to bring their own laptops.
- All oral presenters should hand in their presentation at the Speaker ready room **at the latest 2 hours prior to the start** of the session. Speakers allocated to the first session of the day are recommended to hand in their presentation the day before (if possible).
- Technical staff will be onsite in the Speaker ready room to assist you in uploading your presentation.
- If you are giving more than one presentation during the congress, you will be able to upload all your presentations at the same time. They will be sent to their corresponding session rooms at the time of your allocated sessions.
- To avoid waiting in the Speaker ready room, you may wish to avoid peak times.
- The speaker ready room will be situated on the ground floor, **Salle 50bis**

OPENING HOURS

Wednesday, September 14, 2022	14:00 – 19:00
Thursday, September 15, 2021	07:30 – 18:00
Friday, September 16, 2021	07:30 – 18:00
Saturday, September 17, 2021	08:00 – 10:00

POWERPOINT

- PowerPoint is the only communication tool available in all session halls.
- The PowerPoint handling and distribution system is optimized for **MS PowerPoint (last version) and *.pdf (Adobe Acrobat)-files**.
- Please use a **USB-Memory Key**. You may want to carry a second key as a back-up in case there is any insoluble technical problem.
- **All needed files** (including the movie files!) have to be saved on the same data media.
- The fonts that are used in the presentations should be “Latin-based fonts“. If the speaker needs special fonts, they should be stored as “embedded fonts“ with the presentation (File -> save as “name of presentation“ and under “tools“ ->save options mark the checkbox “embed True type fonts“ and select “embed all characters“).
- When using mathematical symbols please use those available under Latin fonts (unicode or DOS: Western Europe).
- Presentations should be saved as **“*.ppt“, “*.pptx“ (= PowerPoint) or “*.pps“,*.ppsx“ (=PowerPoint Slideshow)**. File and movies as separate files on the data media.
- The ratio of computers and projectors will be set in **ratio 16:9**.



MOVIES

- The preferred format for embedded movies is “MP4 – movies”.
- It is imperative that you check your movies in the Preview Centre if your presentation contains video files.
- Please be aware of the size of your video files. In most cases, lower resolution video files are very effective.

PICTURES

- JPG images are the preferred file format for inserted images.
- Images inserted into PowerPoint are embedded into the presentation. Images that are created at a setting higher than 75 dpi are not necessary and will only increase the size of your presentation.
- Try to avoid overloading your presentation with unnecessary images.

CONSIDERATIONS FOR MAC USERS

- If transferring a presentation from a Macintosh environment to a PC platform, it is imperative that you review your presentation in the Preview Centre.
- Movies: To ensure the best chance of success, create your movies as AVI (DV25-RAW) files. Movies saved as AVI's have the best chance of success on a Windows machine.
- Images: Use common image formats that are cross-platform, such as JPG, PNG, GIF, and BMP. Do not use PIC graphics in your PowerPoint.
- Fonts: Many custom MAC fonts will not translate correctly to a Windows PC. Use common cross-platform fonts such as Calibri.

ARE YOU A FIRST TIMER? HERE ARE A FEW MORE SUGGESTIONS

- Keep visuals CLEAR and SIMPLE. Abbreviate your message.
- Simple graphs, charts, and diagrams are much more meaningful to an audience than complex, cluttered ones.
- Avoid the overuse of too many colours, patterns, and graphics in one frame.
- Avoid intensely bright or saturated colours that compete with the text. Contrasting colours work best.
- Highlight your main point or heading with a dominant colour.
- Use “Cool” colours (most effective background colours -blue, purple, magenta, etc.). These colours appear to recede or draw away from the eye -allowing the text to appear more readable.
- Graduated Backgrounds: A background that transitions smoothly from lighter to darker shades of the same hue can also be an effective background.
- Keep the colour scheme consistent throughout your presentation. Changing colours and type styles can be very confusing and distract the attention from your message.
- Use a minimum amount of words for text and title frames. Five to eight lines per frame and five to seven words per line are the maximum – less is better.
- Upper- and lower-case lettering is more legible than all capital letters.
- Sans serif type projects better and is easier to read (example: Arial).
- Try to keep all type horizontal on the page, even with charts.