



Slide Presentation Panel Guidelines

Professional scientific presentations are the central focus of our ICAM2022 Program!
Here are some guidelines to help you prepare:

ALL PowerPoint™ Presentations MUST be in 16:9 format and saved to a flash drive.

- ❖ **PERSONAL COMPUTERS OR PROJECTORS WILL NOT BE PERMITTED.** Therefore, it is recommended that video clips be uploaded as separate files and not embedded in the presentation.
- ❖ **THERE WILL BE 3 PROJECTION ROOMS**, one for each PRESENTATION ROOM, to test and save your presentation for the session. Please be sure to convert your presentation from CD to thumb drive, if necessary, before you arrive.
- ❖ On the flash drive, provide both **.PPT and .PDF versions** of your presentation
- ❖ Name your presentation using your **last name** only; e.g., Jones.

- ◆ The first slide should be your title slide; the second slide must be the **Disclosure Slide** (see email from Scientific Committee with guidelines and examples)
- ◆ Audiovisuals must NOT contain any advertising, trade names or logos, or product messages.
- ◆ Slide presentations are generally 10 minutes in length (if there are 6 presentations in a 90-minute session, allowing 5 minutes for questions and changeover), or 13 minutes in length (if there are 5 presentations scheduled in a 90-minute session, allowing 5 minutes for questions and changeover). Longer presentation will lead to fewer or no questions.
- ◆ **Please arrive in the dedicated PROJECTION ROOM in the morning** (for morning sessions) **or at lunch time** (for afternoon sessions) at least 15 minutes before the session is scheduled to begin. At the entrance, a specific desk for presenters will guide you to the projection room. Give your presentation materials to the person in charge of audio-visual support. When it's done, please go to the PRESENTATION ROOM and introduce yourself to the session chair(s).
- ◆ Equipment available will include a laptop with Windows, Microsoft PowerPoint Viewer™, USB ports for flash drives, an LCD projector with screen, microphones, and a laser pointer.
- ◆ If you wish to show a video clip, have a separate video file in case the link in the presentation does not work. Please keep in mind that the video clip is part of the total allocated time.