

CESNET 2009

INSTRUCTIONS FOR ORAL PRESENTATIONS

All computers will be equipped with MS XP 2003 and Office 2003 or 2007 in English or Czech version.

HOW TO PREPARE YOUR PRESENTATION

PowerPoint Instructions

- If preparing your presentation in PowerPoint, please use the following versions only: PP 97-2003, 2007 (*.ppt, *pptx), to guarantee they will open successfully on an on-site PC
- We recommend you to save your PowerPoint presentation using PPT format instead of PPS

Pictures/Videos

- JPG images are the preferred file format for inserted images
- GIF, TIF or BMP formats will be accepted as well
- Images inserted into PowerPoint are embedded into the presentations. Images that are created at a dpi setting higher than 250 dpi are not necessary and will only increase the file size of your presentation. Try to avoid overloading your presentation with unnecessary images.
- We cannot provide support for embedded videos in your presentation; please test your presentation with the on-site PC several hours before your presentation. Generally, the MPEG-1 format should work with no difficulties
- Videos that require additional reading or projection equipment (e.g., VHS cassettes) will be not accepted

Fonts

- Only fonts that are included in the basic installation of MS-Windows will be available (Czech/English version of Windows). Use of other fonts not included in Windows can cause wrong layout / style of your presentation.
- Suggested fonts: Arial, Times New Roman, Tahoma
- If you insist on using different fonts, these must be embedded into your presentation by choosing the right option when saving your presentation, see details below:
 - o Check the „Tools“ menu and select „Embed True Type Fonts“
 - o Click on „File“, then „Save As“

TRANSFER OF YOUR PRESENTATION

How to save your presentation

- Please submit your presentation in one of the following formats:
 - o CD-ROM (CD-R/RW), DVD-ROM (DVD±R/RW)
 - o USB flash disc
- Save all files associated with your presentation (PowerPoint file, movie / video files, etc.) to one folder
- In case you are presenting more than one presentation during the congress, save different presentations to different folders and name them clearly to avoid on-site misunderstandings and problems
- Always make a backup copy of your presentation and save it on a different portable disc or medium than the original presentation
- DVD-RAM - will not be available
- VHS - will not be available

How to submit your presentation

- Please come to the Speakers Ready Room well in advance before your presentation (at least 120 minutes before the beginning of your presentation, preferably the previous day) and contact the technician, who will make sure your presentation is ready in the appropriate hall.
- You can either control / move slides during your presentation on your own (by remote control PowerPoint) or you can ask the operating staff to do it on your behalf – in that case, please use words „Next slide“ or „Previous slide“ to instruct the staff.
- **Your own laptop for the presentation will be not accepted**