



Indian Academy of Echocardiography

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Presentation Guidelines for SPEAKERS at ECHO INDIA Conference

A. Important Points

As an eminent person in the field, the speakers are expected to be precise and stick to the allotted time.

1. Each speaker will be informed about the duration of their talk. A continuous timer will be running and a warning sound will be heard 1 minute prior to the end of the allotted time. The audio-visual system will be automatically shut-off at the end of the allotted time.
2. Each meeting room will be equipped with a computer and Digital HD projector for PowerPoint presentations.
3. Speakers can check their presentation at the Speakers' Preview Room.
3. Each hall will be equipped with two podiums for speakers to conduct their presentation.
4. The next presenter will choose the other podium to plug in his / her personal Laptop to conduct their presentation. This will ensure smooth running of the session within the allotted time frame. As such both podiums will be functional alternately.

B. Speakers' Preview Room

- 1) The Speakers' Preview Area will be in a designated exclusive area.
- 2) The computers in the Speakers' Preview Room will be configured with hardware and software exactly like the computer in the meeting rooms.
- 3) *It is imperative that you review your presentation in the Speakers' Preview Room. This is where A/V technicians can help resolve any compatibility or formatting issue and making any necessary changes.*
- 4) In the Speakers' Preview area, you can check and rehearse your PowerPoint presentation on the installed laptop. Projection and audio facilities will not be available in this room.
- 5) Should you wish to use the installed laptop in the session hall, kindly handover the presentation to the available Audio Visual Crew member at the AV Console **at least two hours before the session** or the day before for morning sessions.
- 6) Laptop computers will be equipped with following software:
 - Microsoft Windows 7 with i3 Processor (32 bit)
 - Microsoft office version: 2010 & 2016
 - Adobe Acrobat Reader (latest version)
 - Windows Video File (.asf), Windows Video (.avi), MP4 Video (.mp4, .m4v, .mov) Movie (.mpg or .mpeg), Adobe Flash (.swf), Windows Media Video File (.wmv)

****Note:** For any specific software requirement other than mentioned above, you are requested to intimate Organising Secretary of ECHO INDIA at least 1 week prior to the commencement of the conference.

C. Opening and Closing hours of the Speakers' Preview Area

	Date (Day 0)	Date (CME)	Date (Day 1)	Date (Day 2)	Date (Day 3)
	Wednesday	Thursday	Friday	Saturday	Sunday
Opening Time	12:00	07:00	07:00	07:00	07:00
Closing Time	18:00	18:00	18:00	18:00	14:00

D. How to hand in your MS-PowerPoint presentation to be delivered from the laptop installed in the hall:

1. You can use various storage media: USB memory units, External Hard Disk, CD-Rom, DVD-R. However, we also advise you to carry a backup of your presentation.

**** Presenters bringing their presentations in USB Memory card or external hard disk are requested NOT to keep too many files in respective memory units since these units will be scanned for virus before the PPT's being saved in the computers.**

E. In the Lecture Room

1. Please arrive at your session meeting room at least **30 minutes** before the start of your session. Take time to familiarize yourself with the setup at the podium.
2. Technical A/V staff in the room will launch your PowerPoint presentation on the screen as you're ready to begin your presentation.
3. Speak directly into the microphone in a normal voice and do not handle the microphone while speaking.
4. If you have any difficulties or need any assistance, the technician who is operating your room will be happy to assist you.
5. Your PowerPoint presentation can be made available on the podium in your session hall if desired.
6. From the lectern/podium you will be able to use a remote control for your PowerPoint presentation.
7. A laser-pointer will be available.
8. No changes in your presentation can be made in the session hall. Changes can be made only in the Speakers' Preview Room prior to your presentation.

F. Handy Tips on preparing your MS-PowerPoint presentation

1. **Movies:** Please take steps to compress your videos. Uncompressed videos will only take more of your time to upload and give no better quality than a modern MPEG-4 codecs. We can only accept movies created as MPGs, WMVs, or AVIs with the following codecs:
MPEG-4 (Divx, Xvid, or WMVs) Indeo, Cinepack, Techsmith, Animated GIF, and Flash.
2. In your presentation, leave appropriate time for discussion and questions from the audience. There will be an auto shut off system installed which will guide you to come to summary slide. As such you are requested to rehearse beforehand to ensure that your presentation finishes well in time.
3. Store all your files in one folder. Please make sure that graphics/animations/videos and your presentation are all in the same folder including sounds. Test your presentation on a separate PC compatible computer to ensure it works properly.
4. Avoid creating symbols as graphics or using special fonts that are external to your Microsoft PowerPoint or word processing program since these might be displayed incorrectly. Instead, always use the '(S) Symbol' function in the '(I) Insert' menu of your program to insert symbols.
5. **Colors:** Use light-colored fonts for texts on dark backgrounds or vice versa. A strong contrast is important for best legibility.
6. **Font size:** Keep your sentences short, about 10-20 words each is ideal. Font size must be large enough to be easily read. Suggested **Title Font** – between 36 and 44 point & **Body Font** – between 24 and 28 point.

Font Effects: One way to make words stand out is to use font effects, such as:

- **Bold** – makes the lines of the font thicker. It is not always easy to distinguish bold from regular weight fonts when projected, so use with caution.
- **Underline** – places a line under the word. This was acceptable until the Internet age came, because today most people assume an underline simply means that the words are a hyperlink and they do not place any extra importance on those words.
- **Italic** – slants the tops of the letters of the font to the right. An italic font is harder to read, so it should be used sparingly to emphasize words.

- Shadow – places a dark gray shadow of each letter behind the letter slightly to the right and slightly below the letter. A shadow is a poor choice to emphasize a word because it is so hard to actually see the shadow in many cases.
- All Caps – the word is typed in all capital letters. In the past, this was an acceptable way to emphasize a word, but today all capital words are not viewed favourably.

Word Art – this feature allows you to distort the letters of the font in a variety of ways. Unfortunately many of these effects end up looking amateur and should be used with caution.

Bullet Points: Using bullet points on a slide is a great way to present the key ideas during a presentation. When selecting a bullet to use, consider these ideas:

- Bullet Character – The most popular choices are a filled circle, filled square, open circle, hyphen and arrow. The characters with a large portion of the character filled are easier to see by the audience and are preferred. You can select a graphic as a bullet, but make sure that it does not detract from the slide by drawing too much attention away from the words on the slide.
- Bullet Size – Try to select a bullet size slightly smaller than the font of the text so it does not overpower the text itself.
- Bullet Spacing – make sure that there is sufficient space between the bullet and the first letter of the text so that the first word is readable.

By selecting and using fonts effectively on your presentation slides, you can increase the impact of your message.

Legibility check:

- On presentation mode, your text should be large enough to be easily readable 5 feet (1.5 meters) away from your computer screen.
- Microsoft PowerPoint 2007 & 2010 versions for PC can be used. Please be aware that presentations made on Macintosh computers generally do not run properly on Windows PC and Organising Committee of **ECHO INDIA** cannot be held responsible for incompatibilities.
- In order to avoid the virus infection, scan your data with updated anti-virus software beforehand.

For Macintosh Users

- If your presentation is made on **Macintosh**, you may bring your own laptop and ask engineer to connect directly, and in this case be sure to bring AC adapter/or ask for one. Also, please bring a connector to connect your Mac to the Mini D-sub 15 pins PC cable if your Mac is not compatible with this cable. Please be sure to also bring your presentation data on media as a backup file just as a precautionary measure. After checking in your data at the Speakers' Preview Room, bring your own Mac to the Operation Desk near the speakers' podium in the session room at least 1 hour prior to your presentation time and then pick up your Mac at the Operation Desk after your presentation. For proper data projection, adjust your screen setting to XGA (1024x768) beforehand.
- **Keynote:** Please convert all keynote presentation files to PowerPoint.
- **Pictures:** If you use a version of PowerPoint prior to 2008, please be sure embedded pictures are not in TIFF format. These images will not show up in Windows PowerPoint. With PowerPoint 2008 for the Mac, TIFF inserted images will be compatible.
- **Movies:** Please export MOV files to Windows Media WMV with Quicktime-7 Pro. PowerPoint on Windows machines will not play MOV files. If you cannot convert the files or have a considerable number of MOV files, please check with a technician in the Speaker Preview Room who can make arrangements to convert the videos for you.

By following the above guidelines, we're confident that the Scientific Committee will make your experience as easy as possible.

Should you have any questions not addressed in this document, please feel free to email Chairman, Scientific Committee.