

GUIDELINES AND HINTS FOR YOUR PRESENTATION

The presentation you have been asked to submit needs to be received within the timeframe requested. This enables all presentations to be loaded to the event laptop prior to commencement of the event. All presentations will be made available to attendees via an online viewing platform (e.g. Dropbox) unless otherwise instructed.

All Informa laptops have the following installed; Adobe Reader (PDF), VLC (all video play back), Microsoft Office 2021 (PowerPoint). If you require any other applications, you will need to advise your Event Contact at least 2 weeks prior to the event.

POWERPOINT PRESENTATION

- The **aspect ratio of the slides** should be ideally set at **16:9**
- **Colour** of your text should be strong, prominent and sharp.
- Informa does not have a **set template**, should your company have a standard template, please use this.
- Font selection - please avoid fonts which are overly decorative. Below is a guideline.

	Recommended	Minimum
Headings	54 point	36 point
Subheadings	40 point	28 point
Text	32 point	24 point

- Presentations with visual aids are well received; consider using photographs, diagrams, embedded video clips to enhance your point and overall presentation experience.
- We ask all presenters to please consider your audience

VIDEO PRESENTATION

If your presentation contains video, we prefer that it is embedded into the presentation. If you are unable to do this, then please send the video as a separate file (MP4) via Dropbox/WeTransfer to your Event Contact and let them know where the video should be placed within the presentation. Embedding your video to the presentation will guarantee playback, with or without an internet connection.

TIP: As a backup we strongly recommend that you bring a copy of your video on a USB/Thumb Drive.

AUDIO VISUAL TECHNICIAN

A trained **audio-visual technician** will always be on hand during your presentation. If you use any program different than Microsoft PowerPoint (e.g. Apple Mac) please inform your Event Contact.

EQUIPMENT

- There are usually two kinds of microphones available at an event:
- Lectern microphone – stationary microphone
- Lapel microphone – allows the speaker to move around whilst talking

GENERAL INFORMATION

- **Topic** – Please prepare your presentation in alignment with the topic and bullet points in the agenda. If you wish to revise the topic proposed, please do so with prior agreement with the Conference Manager.
- **Chairperson** – On the day you will have support from the Chairperson. Their role is to introduce you to the audience and sometimes the Chair will introduce your topic. The Chairperson is also in charge of organising the question and answers (Q&A) session and controls the timing of the day.
- **Timing** – Speaking to your allotted session time assists with the smooth running of the event. The Chairperson will indicate to you when your time is up and prompt you to finish in order to enable time for Q&A.
- **Overlap** – It is possible speeches may overlap. Please review the agenda beforehand and contact the Conference Manager if you feel another speaker may be in danger of covering your points.
- **Selling your service** – Speakers who do not talk on the subject but constantly promote their own services (however subtly) do more harm than good. Speakers who can give independent presentations and opinions impress delegates. Breaks are the best time for networking.

If you have any **queries or questions**, please do not hesitate to contact us.

We will assume that the Speaker has obtained permission from the Publisher to reproduce any articles, graphs, photos and videos included in the presentation prior to submission to us. Refer to the relevant copyright legislation.