

## RECOMMENDATIONS AND GUIDELINES FOR PRESENTATIONS

In order to ensure that your presentations run smoothly from the computer network that will be set up for the next **mediAVentures** supported meeting, please find below some recommendations for preparing your presentation and bringing it with you.

1. **Use MS Powerpoint.**

Although we are aware that there are other excellent presentation software packages on the market, we can not install all of those onto the Presentation Computers. Because we find that often, little changes need to be made at the last minute, we strongly recommend you to "stick with the obvious". This also ensures a smooth integration with other MS programmes (spreadsheet, word processing, image enhancement).

2. **Use the "Onscreen Show" format as your page layout.**

A common mistake is to choose "35mm slides" – although this is indeed the "slide format", be aware that all projectors will project in 4x3 (such as a computer screen). If you choose "35mm slides", there will be ugly black bands above and below each slide.

3. **Safe text area.**

Please keep in mind that when we use rear projection, a small part of your slide is cut off. Do not place your text / images very close to the border (ideally, leave 10% at each side free). This will also make your slides easier to read.

4. **Use enough contrast between background and text.**

Dark text on a light background, light text on a dark background. Some of the predefined "design templates" do NOT give a good result when projected, because of lack of contrast.

5. **Use simple text "fonts".**

The "ideal" text fonts are Arial and Tahoma, they are so-called "sans-serif" fonts (as opposed to e.g. Times Roman, which has small "serifs" at the extremities of each letter). These are the most easy to read. Do not make the text too small. If you cannot read your computer screen from a distance of three meters, your text is too small.

If you choose to use another font, it is best to "include it" in your presentation when saving to make sure that your presentation will look exactly the same during projection at the Meeting. There is an option for this when you use "Save as" or "Save... Pack and Go".

6. **Pictures.**

Pictures are a great way to enhance your presentation. However, they can make your presentation extremely large if you don't pay attention to the following:

- **Picture size and resolution:**  
Always use a picture enhancement programme to change the resolution and size of your picture to "72 dpi" and "800 x 600 pixels" (or something of that range). There is absolutely no reason to include pictures of "300 dpi" and/or "2000+ x 1000+ pixels" in your presentation – the programme will convert those to lower (screen) resolution, but your file size will grow enormously. In general, you should be able to keep the size of your presentation (**any** presentation) under 20 Mb. Files of 100 Mb and more take sometimes a long time to transfer through the network.
- **Picture type:**  
When you've adjusted picture resolution and size, save the picture to your disk as a "JPG" file (avoid TIFF or BMP files, as they are unnecessarily large).
- **Avoid linking:**  
When inserting a picture, avoid to use "insert MS Photo Editor Object". This will insert parts of the MS Photo Editor programme too, increasing your file size dramatically. Instead, use "Insert... Picture... From File" and select the JPG file you've just created. You can adjust the size on screen by dragging on the handles at the corners.

**7. Movies:**

When using video clips, take extreme care of the following:

- Powerpoint (and MS Windows in general) does not like MOV or Quicktime video files. These should be avoided ! Even if they play back nicely on your computer, this is highly unpredictable, and can depend on some obscure installation settings that are almost impossible to re-create. Therefore, although we will do our very best, we cannot guarantee that they will play on our Presentation Computers.
- Video files should ideally be saved in the AVI or WMV format. MPG files may also work, but please note that there is a wide variety of types of MPG files, and that it is possible that your files will not play on the Presentation Computer. We are keeping these computers "up to date", but as noted before, sometimes, it all depends on some obscure configuration setting that is almost impossible to re-create.
- Your video files should also be saved with the appropriate "compressor" or "codec". Examples of useable codecs are "MS Video 1", "Indeo 5.11", "DivX", "Cinepak Radius". Please be aware that some video files might play back a bit "jerky" – this usually is the case when the files are very big or require a special codec. If possible, convert your video files to "MS Video 1" or "Cinepak Radius" – these codecs always play back smoothly.
- If you use sounds in your presentation, please inform our technician. There is a sound connection on the Presentation Computers. We will also inform our audio technician.
- Note that we will usually be able to get your presentation running smoothly – but please, if you have the slightest doubt, contact the Speakers Preview Center as soon as you can, not 5 minutes before your talk !

**8. Animation effects.**

Animating text and pictures can provide extra emphasis to your presentation. However:

- Do not exaggerate in the number of effects !
- Remember that some animation effects do not work well with pictures and text: avoid using the "Fly from", "Spiral", "Swivel", "Stretch from", "Crawl" and "Peek from" effects.
- Good effects are : "Appear", "Blinds", "Dissolve", "Split" and "Strips from" effects.

**9. Advancing slides manually.**

Before you save your presentation, make sure you set up your slide show so that your slides will only be advanced manually. The best way to check this is in "Slide Show... Set up Show... Advance slides": select "Manually" and NOT "Using timings if present". You also have to check "Slide Show... Slide Transition": select "Advance : On Mouse Click" and click on "Apply to All"

**10. Saving your presentation.**

Save your presentation and all video and sound files to a removable disk.

Videos and sound files are NOT embedded in your presentation, so you should bring them with you. The easiest way is this:

- Create a separate directory for your presentation
- Copy all the video and sound files, and (why not) all the pictures you will use in your presentation, into this directory
- Create your Powerpoint presentation, using the files you copied into this directory
- Save your presentation also into this directory
- Make sure to select the "embed True Type Fonts" option when saving your presentation
- Check if your presentation plays OK
- Copy the entire directory to a USB disk, CD, DVD, ZIP disk or Diskette.

You can also use the "File... Pack and Go" option to save your presentation, but in any case, make sure you have all the linked files copied onto the removable disk.

Our Presentation computers are running on Windows 2000 Professional or Windows XP. We have Powerpoint XP installed as well as Powerpoint 2000. Please check your presentation thoroughly with our technicians at the Speakers Preview Center if you are using an older version of Powerpoint.

There is of course the option to bring your presentation only on your laptop computer. It may sometimes be extremely difficult to transfer all the necessary files to our presentation computer. Also, if you are connected to a network at home or in the office, you may easily forget to bring the necessary files with you. Therefore, we do not recommend this method, and advise you to use the method described above.

**11. Come to the Speakers Preview Center as soon as possible.**

Our Preview Staff is there to help you. The more time they have available, the better they can solve the little problems that may arise. Your presentation will be loaded onto our computers, checked with you to make sure it plays back smoothly and finally will be saved onto the hard disk of our Presentation Computer.

Once you step onto the speakers stand, your first slide will be ready on the screen ...

**12. How to advance your slides.**

- Your slides will be shown on the flat-screen monitor in front of you at the speakers lectern. Slides can be advanced with the wireless mouse provided on the desk. Use the left mouse button to advance a slide. There usually will be no delay, however, if the next slide contains a large graphic or picture, it may take up to two seconds for the next slide to appear (see above: "Size and resolution of pictures"). If by accident you double click on the screen and you want to go backwards, you can just ask for the previous slide. Our technician will move back for you manually.
- You can use the mouse also as a pointer, so you can indicate items on your slide without having to turn your head away from your audience. However, there will also be a "classical" laser pointer available.
- Starting movies: unless you have set those up to "autostart" when the slide appears, you have to "left-click" on the movie to start it. To stop the movie before the end click again on the movie. To advance to the next slide, click on any area of the screen, but not on the movie.
- Please check the room set up in your meeting room with our technicians in the Speaker Preview Center. During the break before your session, there will be the possibility to practice at the lectern.
- During other meetings, slides may be advanced through the monitor in front of you at the speakers lectern, which is a touch-screen monitor. Just tap lightly with the tip of your finger anywhere on the screen to go one slide forward. If by accident you double tap on the screen and you want to go backwards, you can just ask for the previous slide. Our technician will move back for you manually.

**13. Using your own laptop.**

In general, we do not recommend that you present from your own laptop. When your presentation is stored on our computer, we always have a backup copy ready, so in the (unlikely) event of a computer crash failure we can rapidly resume your presentation from the backup computer.

However, if you insist on presenting from your own laptop, we will of course assist you as best as we can. There will be a laptop connection at the speakers lectern. Please keep in mind the following points:

- It is highly advisable to test your laptop at the speakers lectern in advance: during coffee breaks or the evening before your talk. Please contact one of our technicians at the Speakers Preview Center.
- Install your laptop with its external power supply (a plug will be provided at the lectern), not on battery.
- After connecting the 15-pin monitor cable to the external monitor output of your laptop, you have to activate the external monitor output of your laptop. This can usually be done (on PC laptops) by toggling the "Fn" + one of the "F"-keys ("Fn F3" or "Fn F4" or "Fn F8" depending on the brand of computer).
- Some laptops (in particular Apple, but also some PC laptops – Dell e.g.) have to be started up with the external monitor cable connected in order to activate the external monitor output.

They can then be put to "sleep-mode" if you have to wait; upon resuming, the external monitor output will still be activated. There may be other settings to activate the external monitor output. These can highly depend on the brand, type, fabrication year and operating system of your laptop. This is the reason we ask you to come and test your laptop well in advance !

- If you use sounds in your presentation, please inform our technician. There is a sound connection on the speakers lectern. We will also inform our audio technician.
- Your laptop's screen resolution should be switched to 1024x768 and 60Hz in order to ensure a flawless projection. Please contact our technician if you feel uncomfortable about how doing this.
- If your presentation contains video files, please check them on the projection screen in advance : some laptop's graphical cards are not capable of displaying video on both the laptop screen and the external monitor output simultaneously. If this is the case, the only solution may be to toggle the "Fn-F" key until only the external monitor output is switched on, not the laptop's own screen. Your laptop's screen will be black during your presentation; however, you will be able to see your presentation on the lectern monitor in front of you.
- If you have only a digital external monitor output (DVI), please do not forget to bring your adapter cable to standard VGA !

#### 14. **Some advice to the moderators**

- If you plan any changes in the program, please inform one of our technicians in advance (in the break before your session) : it takes some time to prepare a presentation for projection – normally we do this in the discussion time between presentations.
- Before speaking, please check if your microphone is switched on by lightly tapping it or by giving a sign to our audio technician (who is usually sitting in the back of the meeting room).
- Please make sure that everybody (both panel members and audience) speaks well into the microphone during discussions to ensure that everyone can hear them.
- Microphones are installed in the aisles for questions from the audience

#### 15. **Voting System**

On many meetings, an interactive voting system is installed. It is a good idea to explain the principles to the public and to make them acquainted with the system. Please contact our technicians some time before the first session in order to assist you with this task. Also, in order to provide an exiting and interesting interactive voting session, it is necessary to observe some specific "regulations" when preparing your questions. Please enquire well beforehand at the Speakers Preview Center.

**Thank you for your collaboration ! If you have any other question please do not hesitate to contact us at one of the following e-mail addresses :**

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