PRESENTATION GUIDELINES

MULTIMEDIA POSTER SESSION · POWERPOINT (PPTX)

01 General information

Submissions accepted for the multimedia poster session must be prepared as PowerPoint (PPTX) presentations for automatic, continuous loop playback on multimedia screens.

Presentations should provide a concise, clear and visually engaging overview of key issues, research findings, problem analyses, case studies or examples of good practice. As they will be displayed without a presenter, all content must be understandable without spoken commentary.

02 Number and structure of slides

The presentation must include 8-10 content slides, plus a title slide and a closing slide. The total number of slides must not exceed 12.

Title slide - Title of the work, full name(s) of the author(s), and affiliation(s).

Content slides (8-10) - Problem, objective, key issues, results, proposed solutions and conclusions.

Closing slide - Portrait photograph(s) of the author(s), full names, affiliations and contact information, particularly an email address.

The structure of the content slides should be adapted to the type of contribution: research, issue-based analysis, review, case study or presentation of good practices.

03 Content preparation principles

Keep text to a minimum - Avoid long paragraphs, extensive descriptions and excessive information on one slide.

Allow approximately 20 seconds per slide - Each slide should be readable and understandable within this time.

Prioritize visual communication - Use diagrams, infographics, charts, photographs and short text statements.

Ensure legibility Use sufficiently large fonts, clear contrast and an uncluttered visual layout.

Focus on one main idea per slide - Each slide should communicate one key message.

Be concise - Use short sentences, keywords and captions directly related to visuals.

Make the presentation self-explanatory - The content must be fully understandable without the author's commentary.

04 Technical requirements

File format - Microsoft PowerPoint (.pptx).

Template - Use the official conference template provided by the organizer.

Fixed template elements - Retain the original layout, logos, organizer, patron and partner identifications, and all other fixed visual identity elements.

Slide preparation - Insert content directly into the supplied template without modifying its fixed elements.

Playback - Configure the presentation for automatic, continuous loop playback.

Slide duration - Approximately 20 seconds per slide is recommended; more complex diagrams may require additional time.

Transitions - Use simple slide transitions, avoiding elaborate animations and special effects.

Video - Videos and embedded video content are not permitted.

Audio - Do not include voice narration or background music.

05 Photographs and graphic materials

Use photographs, diagrams, charts and infographics directly relevant to the work being presented.

Photographs depicting individuals must comply with image rights and personal data protection requirements. If the author does not have appropriate permission for public dissemination of an identifiable person's image, the image must be effectively anonymized (e.g. by blurring the face and other identifying elements) or excluded.

For photographs of patients, particular care must also be taken to protect information about their health and any other data that could enable their identification.

All visual materials must be of adequate quality. When using externally sourced materials, comply with copyright and applicable terms of use.