Free paper guidelines

Please read the following guidelines carefully prior to preparing your oral presentation.

DEADLINE TO SUBMIT YOUR PRESENTATION SLIDES:
APRIL 20, 2025 | 23:59 CET

GENERAL GUIDELINES

- Use the speaker portal to complete your list of tasks by the respective deadlines. If you have not received your login information to the speaker portal, please email us at abstracts@wfh.org.
- The length of your presentation varies by session. Please refer to the session details provided to you by Megan Del Grosso (mdelgrosso@wfh.org).
- Please respect the amount of time allotted for your presentation. The chairperson will give you a warning 1 minute prior to wrap up. **When you reach the end of the time allotted for your presentation, the session chair will request that you end your presentation.**
- Presentations must be given in the order listed in the official program. You will not be able to switch times with another speaker.
- It is strongly recommended you carry a backup copy of your presentation in case of emergency, but please understand that only the files you upload to the **speaker portal** will be prepared and accessible for you in the meeting room. Presentations cannot be uploaded directly in the session room.

PRESENTATION GUIDELINES

Content of presentation

- Each speaker must include a **disclosure slide** at the start of their presentation. A disclosure slide template is available for download in the speaker portal.
- You will be presenting a summary of your research with results and conclusions as applicable. This should be directly related to the information as submitted in your abstract.
- Keep the description of the methodology as brief as possible. A clear message conveyed to the audience is essential to ensure they benefit from your research presentation.
- For the question & answer period, try to anticipate possible questions and have answers ready

Speaking format

1. Opening remarks - to establish contact with the audience and explain why the topic is important
2. Purpose of presentation - to inform audience of the perspective you are going to offer on the topic of your talk
3. Steps of presentation – to enable audience to grasp the structure of your talk and aid their understanding of it
4. Main body of presentation -- logically arranged with adequate detail or examples to back up your main points

5. Recommendations
6. Summary of key points – to provide a clear reminder of the areas addressed

PowerPoint guidelines

- Please estimate approximately 1 slide per minute, excluding your title and acknowledgement slides.
- All presentations are to be submitted in PowerPoint 2010 (or greater) for Windows.
- Make sure your slides are sized for On-screen Show with the orientation set at landscape.
- Format is **16:9** (wide screen).
- Use only standard PowerPoint fonts: Arial, Impact, Tahoma, Trebuchet, Comic Sans. Avoid Times New Roman or other serif fonts.
- The print on a slide should be legible without magnification, suggested font sizes: slide titles - 40+ points, bulleted text - 32+ points, other text - 28+ points. Use the same for (imported) tables.
- Use contrasting colors for good legibility: White or bright yellow text on black or dark blue background, or vice versa. Avoid red or green text as it does not show well on the projection screen.
- Avoid busy backgrounds and lengthy or animated slide transitions.
- Import pictures and photos in standard formats: .jpg, .gif, or .tif.
- Evaluate the size of scanned images you import. Your image resolution doesn't need to be higher than your computer screen.
- To help simplify slides consider the following:
  - Convey only one main idea per slide
  - Use pictures, simple diagrams, graphs or tables where possible rather than text
  - Do not to exceed six lines, or 45 characters and spaces per line