

## PowerPoint Presentations Guidelines for ICNWP 2025

Before the conference, please prepare your PowerPoint presentation as follow:

### **File format:**

- Only MS PowerPoint (\*.ppt or \*.pptx). Please note that PowerPoint.mac and Keynote (\*.key) presentations are not accepted.

### **File name:**

- Saved as last name.ppt or pptx (i.e. James.ppt).

### **Presentation format:**

- Please use 4:3 as presentation format.

### **Number of Slides:**

- Not more than an absolute maximum of 10 slides and all slides must be numbered, except for the title slide.

### **Fonts:**

- Large enough that it can be read by all audience members including those seated at the back of the room. A font size of 20 points is generally safe to use.
- Avoid any compatibility problems, please do not use special fonts or special characters.
- Do not use all capital letters; everything should be in upper and lower case letters.
- Ensure adequate contrast between text color and background color.

**VDO:**

- Please ensure that the video is embedded in the PowerPoint file and it will be transported with the PowerPoint file and display properly during the presentation.

**Figures and visual aids:**

- Keep it simple. Too much detail can detract from the primary message of a slide.
- Use labels and arrows to highlight important parts of figures, tables, and images. These can be more effective than gesturing with a hand or a laser pointer.

**Handouts:**

- Handouts of your presentation are not provided by the conference bureau, please prepare by yourself.

**Deadline:**

- Please send your PowerPoint presentation via email [icnwp.academic@gmail.com](mailto:icnwp.academic@gmail.com) before June 10, 2025. Be sure to proofread your presentation carefully, noting spelling, punctuation, capitalization, and grammar because once sent you will not have the ability to edit your PPT.

**At the conference:**

- Final PPT version will be automatically delivered to the correct session room for your presentation on a provided laptop. Computers available for presentations at the meeting will be Windows PC computers with Windows operating system, and Microsoft Office software. Presenters

will not be allowed to use their own laptop computers. Apple computers will not be available.

- You will not be allowed to connect any of your own peripheral equipment for sound, internet, or other enhancements.
- The time allocated for a presentation is 10 minutes, with a further 5 minutes allowed for discussion. Please do not go over your allocated time. Staff will show cards with '3 minutes left', '1 minute left' and '0'.

**Need Help:**

- Questions? Please contact E-mail: [icnwp.academic@gmail.com](mailto:icnwp.academic@gmail.com)

Best Regards,

ICNWP Organizing Team