

# Management of Water in a Changing World: Lessons Learnt and Innovative Perspectives

12-13 October 2011

Dresden, Germany



## Instructions for the Preparation of a PowerPoint Presentation

### Instructions for Authors

These notes are to help authors prepare PowerPoint presentations for submission to the International Conference on Integrated Water Resources Management, 12-13 October 2011, Dresden, Germany.

A Platform Presentation has a 12-minute duration and will be followed by a 3-minute discussion. Presenting authors must produce a PowerPoint presentation and present their work in the allocated session.

Presenters should endeavor to communicate their work with coherence and clarity and be aware of the broad spectrum of delegate languages. Do not stifle your presentation with special effects and full paragraphs of text. Rehearse your presentation and take note of its duration.

The following limits and criteria should be considered in the preparation of PowerPoint presentations:

- 1. Length:** 12 minutes.
- 2. Language:** English.
- 3. File Size:** 5 Mb maximum recommended.
- 4. Layout and Style:** Microsoft PowerPoint slides (in landscape format only) should be prepared as follows.
- 5. Fonts:** Standard fonts should be used only, e.g. Times New Roman & Arial. It is highly recommended to use the same fonts in all the slides, with variations of at most 3 font sizes, depending on text categories (title, content, notes).
- 6. Colors:** Font and background colors should be selected for optimal contrast and efficient reading. Color combinations should be kept to a minimum and maintained throughout the presentation.
- 7. Graphics:** Size should be minimal (80 KB – 200 KB). JPEG format is highly recommended.
- 8. Movie Clips:** Only if essential and small. Only if compatible with Microsoft Office 2003.
- 9. Audio:** Only if essential and small.
- 10. Submitting:** Bring a copy of your presentation to the Conference on CD-ROM or a USB memory stick, so it can be easily uploaded to the computers in the lecture rooms.
- 11. Software version:** The PowerPoint presentation should be preferably prepared in a version compatible with PowerPoint 2003.