BACK UP PRESENTATION
All back up authors
are required to prepare 2 presentations

1. DIGITAL POSTER : YOU WILL GIVE A 10 MIN. PRESENTATION (MAX. 5 SLIDES) IN THE DEDICATED ARENA

☐ Please send your poster presentation saved as pdf file to papers@omc.it by March 16th 2017. Remember to have the presentation ready in a USB pendrive as back up

☐ Presentation time max. 10 minutes

☐ Maximum 5 slides.

There is no template for your slide presentation, however the following general advice may be useful when preparing to address the audience.

Presentation

Poster presentation lasts 10 minutes MAX, followed by 5 minutes of questions-answers.

Your presentation should have an introduction to attract the attention of the audience, followed by the main points of your work and end summarizing what you've just said.

Don't simply read the slides, add meaning to them or explain graphs/pictures.
Try to speak loud and keep eye contact with the audience.
It is a good idea to time yourself and make sure you keep within the time slot given.

Slides

There is no slide template for your presentation. You can use your company template/standard.

- Prepare no more than 5 slides per presentation (ATTENTION: Any content popping up from a slide shall be considered as an additional slide)

- Keep the slides neat and simple, don't try to write too much

- Use contrasting colours for background and text

- Make sure the font is big enough to be read in a large conference room (approx.30 pt. for the body and 40 pt for the titles) avoiding CAPS or using them for titles only

- Duplicate slides if you need to refer back / forward to it, instead of 'skipping' around the presentation.

Conference Hall Equipment

You'll present your paper from a podium. Once arrived, you will find a computer with your presentation ready to start.
The Speaker views and controls all Power Point functions from the podium computer.

A technician is always available to address any issue that might arise.

Software: **presentations must be in Microsoft Office PowerPoint format (.ppt), Microsoft 2010 compatible format.**

Video/Display: **presentation slides must not exceed a size of 1024x768 pixels**, as video projectors are optimised for this video resolution; **we recommend Windows Media Video (.wmv) or Mpeg1 formats for videos** that are embedded in your presentation.

Final Recommendation

Make sure that your presentation is compatible with the software that will be available at OMC 2017 and that it complies with video/display requirements.

Should you require any special equipment, please contact OMC 2017 Secretariat as soon as possible.

2. BE PREPARED FOR A SPEECH FROM THE PODIUM BECAUSE CANCELLATIONS MAY OCCUR AT ANY TIME, EVEN ON THE PRESENTATION DAY

☐ Read carefully the documents Authors'checklist for oral presentations

☐ Prepare a Powerpoint presentation (max. 14 slides)

☐ Download your presentation slides file with the technicians at the **Speakers' Help Desk as soon as you reach the Conference venue. Do not send it** to OMC 2017 Secretariat in advance

☐ Time your presentation (15-20 minutes, depending on the session).

AUTHORS' CHECKLIST AND OTHER USEFUL INFORMATION (back up presentations)

by 15th February 2017

Send conference registration and payment taking advantage of the Speaker discount - 1 person per paper. Should the name of the Speaker for your paper change, please contact OMC 2017 Secretariat to give contact name and details

☐ Should you require a visa to travel to Italy, apply now. A visa supporting letter can be requested using the form at www.omc2017.it.

by the end of February 2017

☐ Book hotel accommodation as soon as possible: see Travel & Hotel section at www.omc2017.it or contact

RIVIERA CONGRESSI

E-mail accommodation@omc.it - cvizzini@rivieracongressi.com

Tel. +39/ 0541 1830493

www.rivieracongressi.com

☐ Kindly inform OMC 2017 Secretariat about your accommodation in Ravenna and provide a mobile phone where the Organisers can reach you in case of urgent communication concerning your paper/presentation

☐ Contact OMC 2017 Secretariat should you need any specific audiovisual equipment.

16th March 2017

☐ Send your Digital Poster as a pdf file to papers@omc.it by March 16th 2017.

29th – 31st March 2017

☐ Remember to have BOTH YOUR PRESENTATION SLIDES ready in a USB pendrive as back up

☐ Check that your presentation does not exceed 10 minutes.