OMC
2017

29-31
March 2017
RAVENNA
ITALY

ORAL PRESENTATION AT OMC 2017

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

Presentation

Depending on the session, oral presentation lasts <u>15 -20 minutes MAX,</u> 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.

On the day of your presentation Session Chairpersons will meet all Authors for a briefing to finalise details. Moreover, arriving in the room in advance is useful to familiarise with the equipment.

Slides

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

- <u>Prepare no more than 14 slides per presentation (ATTENTION: Any content popping up from a slide shall be considered as an additional slide)</u>

- 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

<u>It is speakers' responsibility to carry and give presentation files to the technician at the Speakers Help Desk as soon as they arrive at OMC 2017 conference venue</u>, however no later than 30 minutes before the Session begins.

You MUSTN'T send your presentation to OMC 2017 Secretariat.

The lecture management system is based on two connected computers:

1.   The controller Computer, where presentations are loaded
2.   The Podium Computer in the conference room.

A technician launches presentations from the controller computer and the Lecturer is free to control all common Power Point functions (transitions, backward, forward, ect.).

In case assistance is needed, it is provided from the remote controller computer.
The technician is always available in the conference rooms 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.

What appears on screen

Before each lecture, the main mask with congress logo and speaker's list appears on screen. The name of the next speaker is highlighted.
During the presentation, a bottom strip displays the name of the speaker and a countdown timer, indicating the time allotment and any overtime.
The Speaker views and controls all Power Point functions from the podium computer.

Final Recommendation

Make sure that your presentation is compatible with the software 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. **papers@omc.it, tel +39 0544219418**

AUTHORS' CHECKLIST AND OTHER USEFUL INFORMATION (oral 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 after this date, please contact OMC 2017 Secretariat to give 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

☐ During the closing day on Friday 31st March the Programme Committee will reward the best paper for technical content and by a young talent. Speakers under 30 should send an email to papers@omc.it with date of birth and mobile phone if they want to participate in the award.

29th – 31st March 2017

☐ Attend Speakers' briefing with your session Chairpersons (time and venue will be notified in due time)

☐ Hand your presentation to the technicians at the Speakers' Help Desk at the conference venue as soon as you arrive at OMC 2017

☐ Check that your oral presentation does not exceed 15/20 minutes, depending on the session.