



Guidelines on How to Prepare Powerpoint Slides

- PowerPoint versions accepted are from 2000 to 2016.
- Hand in your PowerPoint presentation on CD-ROM or preferably USB-Drive (USB-Stick) at least 2 hours prior to the start of the session at the Speakers' Service Centre.
- A technician will incorporate your presentation on the computer network that is used for the PowerPoint presentations in the different meeting rooms. A technician in the lecture room will start your presentation.
- Your presentation can be loaded on to the network without problems when it does not exceed 15 MB: larger files can cause problems!
- Accepted Fonts are the standard Windows fonts. If you use a non-standard (e.g. scientific symbols) font with your presentation, you should supply this non-standard font separately with your presentation. For a normal projection, the font size 24 is sufficient.
- Use computer resolution of 1920 × 1080 pixels (HD 1080i) if possible.
- Format your presentation in 16:9 ratio – adjust the 'Page Setup' menu – in PowerPoint 2007/2016, select the 16:9 slide preset, or in PowerPoint 2003 or earlier, enter a custom size of 27.9 cm by 15.7 cm (11 inches by 6.1875 inches). Please see more information here.
- Use embedded pictures, DO NOT use files linked to other files. Linked files will not show up in your presentation!

Accepted Picture File Formats

- JPG
- GIF
- TIFF
- BMP
- PNG

How to Determine the Legibility of the Text

For a 17-inch screen, stand 2 meters away. If you can see your presentation (slide + test) clearly (presentation 100 % image) there shouldn't be problems seeing this presentation in a lecture room.

If you use a font size of 24, your text is readable at the back of the room.

Example: On a screen of 3.00 × 2.00 m, you can read the 24-font size at a distance of 20 m. If you use a bolder text, the legibility will improve.

Don't forget!

Always make sure you bring a back up of your presentation!

All presenters must register to the meeting.

