



# ghgt-14

## Preparing your Oral Presentation

### **Accepted Presentation Types:**

- Microsoft PowerPoint **version 2010** or later (.pptx)
- PDF
- Prezi - **must** be a **portable, downloaded** version. We do not recommend using Prezi online. See <https://prezi.com/support/article/sharing/download-a-portable-prezi/>
- Apple Keynote **version 6** or later

### **Formatting and Media Requirements:**

**\* All presentations must be built in widescreen 16:9 aspect ratio.\***

**No custom fonts unless embedded.** Unembedded custom fonts will not be displayed.

It is recommended that all video files be embedded. External/unembedded video files **must** be named with the **presenter's name** and **slide number**.

It is recommended that embedded video is **.mp4** encoded in **h264**, and not exceeding 1920x1080 pixels and 60 frames per second.

### **Naming the Presentation:**

File names **must** include the **day, room, session no. time (24hr time) and name** of the presenter.

For example, a presentation on Monday in Room 203 at 3pm by Jane Smith must be called: "**Mon 203, 1A, 15:00, Jane Smith**" The details **must** be in this order.

Subsequent versions of presentations **must** be appended with "**\_V2**" (or **\_v3, \_V4** etc.)

All presentations are allocated **15 minutes** and an additional **5 minutes** for subsequent questions. There will be an inbuilt timer on the podium to assist with timing and the Session Chairperson will ensure you keep to your time slot. It is recommended you limit the number of your slides in your presentation to adhere to your time slot. **If you over run you will be stopped!**

Please deliver your prepared presentation to the speaker upload room on a USB stick at least 24 hours before your scheduled presentation

## Poster Presentations – Hosted By



Government of **Western Australia**  
Department of **Mines, Industry Regulation and Safety**

Presenters of posters are required to locate their allocated poster board and ensure their poster is fixed in place no later than the end of Monday 22<sup>nd</sup> October in preparation for the poster sessions 14.00hrs -16.00hrs in the Exhibition/Catering/Poster halls 23 &24 of the MCEC on Tuesday 22<sup>nd</sup> and Wednesday 23<sup>rd</sup> October.

This Poster area is available throughout the GHGT-14 Conference and is accessible to all delegates, you will be provided with fixings which will be available from the IEAGHG (stand 5) in the Exhibition area.

### ***Format:***

All poster presentations must be prepared in Portrait format size A0 ( 841mm x 1189mm)

### ***Poster Board Number:***

To find your poster board number please refer to the poster session details in the GHGT-14 printed technical programme provided at onsite registration when you collect your delegate badge and pack.