

Preparing your Presentation

These are the 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.
e.g - Mon /109/ 1C/11.20/David Smith

Please ensure your presentation is given to the technician in the Speaker Upload room (next to registration) in the correct format and at least 24 hours before your scheduled presentation.

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!**

Poster Presentations – hosted by



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 22nd October in preparation for the poster sessions **14.00hrs -16.00hrs** in the Exhibition/Catering/Poster halls 23 &24 of the MCEC on Tuesday 22nd and Wednesday 23rd 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.