

GHGT-18 Oral Presentation Guidelines

Timeline for Submitting Your Presentation

To help ensure your presentation is ready for GHGT-18, please follow the timeline below:

- **Ahead of GHGT-18:** Presenters will receive a link to upload their presentation to the GHGT-18 presentation portal.
- **Thursday 22 October: Deadline for submitting your presentation online.**
- **24 hours before your presentation:** Please visit the **Speaker Support Room** to upload and check your presentation on the conference system.

Presentation File Requirements

To ensure your presentation runs smoothly at GHGT-18, please review the following requirements when preparing your presentation.

Presentation Format

All presentations must be prepared in **Microsoft PowerPoint** format.

- Accepted file types: **.ppt** or **.pptx**
- You will be emailed a Upload Link that you will need to upload your presentation to before arriving at the conference
- You will be required to check your presentation at the speaker support room in M1 Room at Crown

The conference presentation system is **not compatible** with:

- Apple Keynote
- OpenOffice Impress
- Prezi

For the best experience, we strongly recommend preparing and testing your presentation using **Microsoft PowerPoint**.

Information for Mac Users

Presentations will be delivered using **Windows-based PCs** in the session rooms. If you are preparing your presentation on a Mac, please take the following precautions:

- Test your presentation on a **Windows computer** before travelling to the conference
- It's Best practise to use standard Windows fonts. If you have custom fonts, please embed them in the .pptx file when saving

Including Videos in Your Presentation

If your presentation includes video content, please ensure that all video files are correctly embedded within your PowerPoint presentation.

Please note:

- Videos **cannot be played separately from PowerPoint** during your presentation
- If you need assistance with your videos please consult the Speaker support team well before your presentation slot

Before You Present

Once you upload your presentation to the Speaker support platform, presentations must be checked in the speaker support room. This ensures that your presentation will be successful in the presentation room

Taking a few minutes to check your slides, fonts, animations, videos and other media on the conference system will help ensure that your presentation runs as intended.

Thank you for your cooperation. We look forward to welcoming you to GHGT-18 and to your presentation.