

## Presentation & Poster Guidelines

### Oral Presentations

#### PowerPoint Instructions

- Both session halls (Bratislava, Pressburg) are equipped with standard PowerPoint facilities.
- **Upload your presentation at least 30 minutes before your session begins.**
- On-site technicians are available in every session room for assistance.
- **All speakers must use the provided on-site PCs** due to the centralized presentation system.
- Arrive in your session room **15 minutes prior to the start** and follow instructions from the session chairs and technical staff.

#### File Format & Compatibility

- Accepted formats: **PowerPoint (.ppt or .pptx)** and **PDF (.pdf)**.
- **.pptx** is recommended for best compatibility.
- Mac users: Verify **Windows compatibility at least 2 hours before your session.**
- Use a **16:9 aspect ratio**, matching the widescreen setup of all displays.

#### Images & Videos

- Preferred image format: **JPG**. GIF, TIF, and BMP are also supported.
- Avoid using images over **200 dpi** to reduce file size.
- For presentations with video:
  - Supported formats: **MP4 and AVI**.
  - PowerPoint 2010 or newer embeds video directly into the file.

#### Other Information

- A **remote control, microphone, and preview screen** will be available in every lecture hall.
- **Personal laptops cannot be used**, unless previously arranged with the organizers.
- All presentation files will be **permanently deleted** after the event.
- **Respect the allocated time** for your presentation.

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#### Poster Guidelines

- **Maximum dimensions:** A0 size (1189 × 841 mm)
- **Orientation:** Portrait layout only
- **Fixing materials** will be provided on-site
- Use **bold font and clear language** to highlight your key result, idea, or takeaway
- Posters will be **on display for the full duration of the congress**
- Please **remove your poster on the final day**. Uncollected posters will not be stored
- Refer to the programme for **guided poster tour times**
- **On-site poster printing is available for a fee of €30**. To arrange printing, please contact the local organizers at [monika.sramkova@savba.sk](mailto:monika.sramkova@savba.sk) no later than **May 26th**.