*IT GUIDES FOR SPEAKERS OF ORAL PRESENTATIONS*

*Please it registers to its arrival, in the office of Conferences and will be directed directly to the hall tests of audio-visual for preparation of the speakers.*

*Oral presentations.*

*A member of the Secretaryship of Conference will be located in the hall tests during the duration of the conference. It is important to become familiar with the audio-visual equipment in the hall tests and session before the presentation.*

*Presentations in Power point: The speakers must prove their talks and give their CD or USB before their presentation or send it via electronic mail previously. All the presentations must be saved in office the 2007 equipment counts on operating system Windows XP. It will not be allowed him to use his own computer by the time that is reversed when changing between computers during the session. Please it goes with his president-moderator of session in his assembly hall during the immediately previous rest (ex. coffee or food tomorrow/behind schedule) at least 15 minutes before its presentation begins. At this moment it must have checked that the hall is appropriate for its presentation and that is ready for any special requirement.*

*Each speaker will have at least 5 minutes for questions at the end of the presentation. You are responsible for the advance of his own slides through infrared remote control. The approach will be monitored and fit by the technician.*

*A pointer laser will be in the lectern. The pointers laser will have to be used with measurement, and they do not have to be directed towards the quorum.*

*It is essential to become attached itself opportunely. His moderator of session will operate a time mechanism to remember to him that its presentation must conclude. The speakers must make sure that the audio-visual material is of the highest quality. When it projects in the screen, the main subject must be legible from 18 ms of distance.*

*Creating quality images*

*The slides must have a preparation and appropriate planning to produce quality graphs, which are easy to see, has a good impact and is easy to read and to understand by the hearing.*

*It uses a maximum of 10 to 12 lines of text by slide. More than 10 or 12 lines in a slide it will be very difficult to read (it thinks about the person that is back of the hall) If it has a slide with more than 12 lines, divides this in two or if it is necessary in three slides.*



*It uses dark colors for the bottom and target or yellow for the text. These emphasize better than the clear bottoms and black text, since the eyes will be directly on the text more than at bottom. To avoid colors red and green for the text or lines, since the people who do not distinguish the colors can have problems with these colors. The slides will have to be of 35 mm.*

*The style of the letter must be simple (Helvetic, Arial, Times, etc). Script avoids the form letters. The size of the letter must be of at least 18 points minimum. It avoids vertical slides. Many screens are of horizontal format, so the vertical slides will be cut of above and down.*

*Important: The slides are for emphasizing important points, does not stop to reproduce their whole oral presentation. So it maintains a content simple and it remembers their slides are their support only.*

*Presentations*

*All the presentations of power point must be saved in CD or USB in format Office 2007. Please it saves his talk in CD's (CD-R) of “only reading” instead of CD's (CD-RW) because this sometimes becomes difficult to read the CD rewritable. Please reviews the compatibility of its presentation with the viewfinder before its conference.*

*All the discs must be given to the coordinators of the technical session a day before their talk or to send it by electronic mail previously. The discs must be clearly labellings with the session title, author and title of the presentation.*

*It prints “note Pages” to help itself in his presentation, but it tries to avoid to read these simply if it is possible. Also it tries to avoid to read what is in the slides this can bore to the hearing.*

*The following sizes of letter are recommended as a guide:*

*Title of the slide uses minimum 32 points (36 or 40 are better)*

*For words in the slide it uses minimum 20 points*

*It deals with not including more than 8-10 lines of text in the slide and not more than 8-10 words in each line.*

*It prints “note Pages” to help itself in his presentation, but it tries to avoid to read these simply if it is possible. Also it tries to avoid to read what is in the slides this can bore to the hearing.*

*It avoids complicated tables or figures. It uses photos to illustrate. Clips does not include video, sound effects or of images in movement these can make the presentation slow and block the computer, as well as distract to the attention of the hearing of their talk (Note: the PowerPoint viewfinder, can not handle to images in movement or complicated effects, especially of Office 2007).*

*It includes: a list of titles of slides, author (it is), names and Institutions and a slide enlisting the plan of its talk (not more than 4-6 lines).*

*It groups its objectives: what key ideas wants to make understand?*

*It groups data, ideas and material: which is the content of its talk?*

*It fixes the data in a sequence that is clear, orders and is persuasive: which is the structure of its talk?*

*It prepares his introduction and its conclusion so that it is helped to begin reliable and a term or professional exit. It reinforces his main message in the conclusion.*

*It prepares visual objects to add impact to its presentation (diagrams and photos are better than words). This deals with not having many visual objects can diminish its impact. It glides to return to the lines of vision sometimes and returns the attention of the hearing towards you.*

*When it uses graphs, it uses the format \*.jpg for photos and \*.gif for drawn or designed objects. This will significantly reduce the size of its archives.*

*It reads the talk that prepared and tries the complete presentation; it uses variation in voice and gestures, and applies the corporal language.*

*Check the place to make sure that it knows where will be where the hearing will sit down and how the things will work.*

*We hope that these indications are to him of utility at the time of preparing their presentation.*

**Comité organizador XSINA**