

Guidelines concerning preparation of presentation

on V conference „Ecology in Electronics“

and European-Chinese Seminar “Green Electronics”

1) Slides

- presentation should be prepared in MS Office PowerPoint programme.
- recommended number of slides from 10 to max. 15.
- on first slide one should place the title of presentation, authors (names and surnames) as well as their affiliation.

2) Font

- we recommend using of large sizes of fonts (minimum e.g. for text - 18 points, for titles of -24 points).
- please no abuse of large letters – applying of them only on beginning of longer sentence.
- we advise using of readable types (e.g. Arial), so far sitting listeners had possibility of slide contents reading.

3) Colour and background of slides

- try to use the 8 colours of the colour scheme. They are the only ones that convert for black and white printing.
- use of colours should have practical dimension, no decorative. Recommended is using of colours for distinction of most important elements of presentation.
- colours of headlines and text of slides should contrast for their background.
- be aware that the contrast of your computer monitor is much higher than that of a projector in a partly lit room

4) Figures and images

- we advice not to use complicated figures and images, which would concentrate excessive attention for their understanding
- not use shadows, frames, effects 3D as well as complex legends excessively

5) General information

- applying of synthetic titles are profitable. Listener should have possibility of glance onto slide and fast understanding of its general meaning.
- in aim of easier receipt of presentation we ask to use the same formatting for headlines of slides as well as subentries.
- we advise using rather figures and images, than maintenance of depression from numerical values and descriptions.
- we ask for checking whether in the presentation you did not find letter errors.
- we recommend avoidance of long texts in next subentries. It is better to apply on the slides key words, shorts as well as phrases, which may be to expand during oral presentation.