



Instructions for Oral Presenters

Length of oral presentations

Symposium on Sustainable Development of Dams and river basins: Time allocated for oral presentations is 15 minutes (12 minutes presentation itself + 3 minutes for questions and answers). Your presentation time will be strictly limited to the allocated time of 12 minutes including start-up time. The Q&A session on the specific paper is limited to 3 minutes.

All other time allocations were communicated by the General Reporter. All speakers are requested to keep the time of their presentation.

How to prepare a presentation

- Prepare your presentation in **16:9 format**
- Prepare your presentation using the **ICOLD New Delhi 2020 template**.
- All presenters are required to use the ICOLD 2018 template for the title slide, which contains a title of the presentation and the name of the author.
- All other slides of the presentation can be prepared using the ICOLD New Delhi 2020 template or using author's own template.

PowerPoint instructions

- Use Microsoft PowerPoint 2003 or higher (*.ppt) or (*.pptx) to guarantee that the slides will work properly on an on-site PC.
- We recommend you to save your PowerPoint presentation using PPT or PPTX format instead of PPS.
- If you have pictures in the presentation, please insert them in the presentation file, do not use links.
- Please keep in mind that the organizer cannot guarantee the quality of Macintosh-based presentations; so check in advance (3 hours before your session starts) their Windows compatibility.
- Note that the presentation system used during the congress also supports the PDF presentations.

Fonts

Only fonts included in the basic installation of MS-Windows are available (English version of Windows). The use of other fonts not included in Windows can cause an incorrect layout / style of the presentation. Suggested fonts are: Arial, Times New Roman, Tahoma and Calibri. If you insist on using different fonts, these must be embedded into the presentation by choosing the right option when saving the presentation, see details below:

- Click on "File", then "Save As"
- Check the "Tools" menu and select "Embed True Type Fonts"

How to save your presentation

Save your presentation in one of the following medium:

- USB flash drive
- External hard or solid state drive

Save all files associated with the presentation (PowerPoint file, movie / video files, etc.) to one folder / location. In case you are presenting more than one presentation during the congress, save different presentations to different folders and name them clearly to avoid on-site misunderstandings and problems. Always make a backup copy of your presentation and save it on a different portable disc or medium than the original presentation. DVD-RAM and Blu-ray Disc will not be available.

How to submit your presentation on-site

Please come to the **Speakers Room** (please contact our staff for the location) at least 3 hours before the beginning of your session. In case your speech has been scheduled for morning session please come to Speakers Room one day before the day of your presentation.

Opening hours of the Speakers Room

- **Monday 6th April** 08:00 – 17:00
- **Tuesday 7th April** 08:00 – 17:00
- **Wednesday 8th April** 08:00 – 17:00
- **Thursday 9th April** 08:00 – 17:00
- **Friday 10th April** 08:00 – 17:00

Other information

When the session is over, your presentation will be deleted from all computers, no copies or backups will be made. Your own computer for the presentation will be accepted only in urgent cases. If you use McIntosh, please come to Speakers Room **3 hours before your presentation**.

Standard equipment of the session rooms

See below the list of standard equipment of the rooms:

- Data video projector or
- Screen
- Laptop
- Sound system
- Microphones
- Remote control with laser pointer

A technician and/or a hostess will be in all conference halls for immediate interaction if necessary.