

Prefer lowercase letters unless you  
need to emphasize things such as  
FEA, King Kong or H<sub>2</sub>O

First AUTHOR, Second AUTHOR, Third AUTHOR

Institution of the speaker(s). Underline the speaker above if he is not the first author.



Prefer lowercase letters unless you  
need to emphasize things such as  
FEA, King Kong or H<sub>2</sub>O



First AUTHOR, Second AUTOR, Third AUTHOR



Institution of the speaker(s). Underline the speaker above if he is not the first author.

# Contents

- Do not
- Spend
- Too much
- Precious time
- On this slide (this is not a book or a 3-hour lecture)
- Rather use your speech and gestures to keep things understandable
- At least do not read this all word by word...

# Fonts, colors and texts

- Avoid *using too* many **fonts**, **sizes**, **colors** and **weird contrasts**.
- Do not use too small or tiny fonts, because people far way will not be able to read it.
- Avoid serif fonts, *script fonts* and **Comics Sans**.
- Prefer short texts – avoid long sentences.

Also avoid too small spaces between text



# Format

- Use 16:9 format just like your monitor or TV screen
- We will provide Full HD resolution projector (1920×1080 pixels)



# Time

- Send us your presentation before the conference or at least upload it before your session.
- There are 20 minutes per presentation.
- Try to stick with 15 minutes and allow 5 minutes for Q&A – you want feedback don't you?
- Do not try to read everything, the audience will always read it faster and could become bored.
- Use your time to explain/compare what's interesting on the slide.
- You may totally skip “Contents” to save time.



# That's it

Thank you for making your presentation brief, comprehensible and interesting.