



IRPA 2018 – Guidelines for presenters on preparation of oral presentation

Presentation: the presentation should be supplied in electronic form, either as a PPT or PPTX file. The deadline for submission of the presentation is May 15th, 2018. Presentations can be submitted by e-mail or by WeTransfer, to the congress secretariat (info@irpa2018europe.com). The presenter must be registered before submission of the presentation.

Copyright: presenters are responsible for ensuring that nothing in their presentation infringes any existing copyright.

Length: oral presentations have a maximum duration of 15 minutes (excluding 3 minutes for questions).

SI units: all measurements and data should be given in metric (SI) units.

Presentation layout

Slide size: 16:9 (and not 4:3)

Front slide: the front slide must contain:

- Title of the presentation
- Subtitle (if desired)
- Name of presenter
- Names of other authors (if desired)

Presentation titles: Calibri Light (headings)

Presentation text: Calibri (body)

Slide numbering: slides must be numbered and the total amount of slides must be given.



Audio/Video: audio and/or video fragments must be included in the presentation and also send separate from the presentation to the congress secretariat. Please indicate which audio and/or video fragment is included in which slide.