

INSTRUCTIONS FOR ORAL PRESENTERS

How to prepare a presentation

Instruction for PowerPoint, PDF

- Please save your presentation in PowerPoint 2013 or later (*.ppt) or (*.pptx) so that we can guarantee the successful opening of your presentation on our computers.
- We recommend saving the presentation in PPT or PPTX format. Please also prepare it in 16:9 format (the screens in the lecture rooms are this ratio).

Pictures/Videos

- JPG is the most commonly used format for "embedding" images into a presentation.
- GIF, TIF or BMP formats are also acceptable.
- A resolution of up to 250 dpi is sufficient for quality image display during presentation. Higher resolution images only increase the file size and do not improve the resolution of the dots on the screen. Please compress the saved images in the presentation at the recommended resolution.
- If you have a video saved in your presentation, please arrive plenty of time in advance so that it can be tested. The recommended video format is MP4.

Fonts

- Only fonts that are part of the basic installation of MS Windows (the Czech version of Windows) will be available. Using other fonts may cause your presentation style to be displayed incorrectly.
- Recommended fonts: Arial, Times New Roman, Tahoma, Calibri
- If you insist on using special fonts, you must save them with your presentation. Click on "tools", then "options", then "save", check the "Insert True Type fonts" box, and then save the presentation.

Presentation Upload and Saving

On-line submission of presentations

- You can send your presentation using [this link](#) to the following email address: rajtora@guarant.cz
- In this case, please name your presentation using the following format: **presentation title_firstname_lastname**

On-site

How to bring your presentation

- Please bring your files on one of the following media:
 - USB flash disk
 - External HDD or SSD
- Save all files associated with the presentation in one folder (PowerPoint, movie/video files, etc.).
- Always make a backup of your presentation on a second medium, external drive, or cloud backup - Google Drive or email.

Where to submit your presentation at the conference

- Please arrive early before your session or during breaks to see the technician who will upload the presentations. The technician will be present throughout the Symposium.
- **Presentations for morning sessions should be uploaded on the evening before the session, according to the opening hours of the Speaker Ready Room. Presentations for afternoon sessions should be uploaded no later than during the lunch break on the day of the session.**
- You always submit your presentation to the technician in the hall where your presentation is taking place.

- During your presentation, you will be able to control your presentation by remote control, which will be shown to you by the technician present during the break.
- Using your laptop is not recommended, but it is always possible only after an agreement and subsequent test with a technician.

On-site technical support

A technical specialist will be present in each hall throughout the conference at the following times:

Sunday, 5 July 2026	14:30–18:30
Monday, 6 July 2026	08:00–19:00
Tuesday, 7 July 2026	08:00–18:30
Wednesday, 8 July 2026	08:00–12:00
Thursday, 9 July 2026	08:00–18:00

AV Equipment in the hall

The hall will be equipped with the following equipment as standard:

- data projector
- screen (16:9 ratio)
- presentation notebook in the tech desk
- preview monitor
- sound system
- microphones
- timer (countdown)
- presenter (remote control)