

IEA 2024 Guidelines for Lecture Presentation

Guidelines for presentation- all lecture presentations

Guidelines for presentation material

- The number of slides should be limited to ensure that the presentation can be completed within the 10-minute presentation timeframe.
- For charts and maps, use color schemes accessible to readers with color vision deficiencies.
- Ensure that all images in presentations that are not yours are credited.

Time Allocation

- Each lecture session is 1 hour and 30 minutes long, with a maximum of 6 lecture presentations.
- Each lecture presentation is allocated a total of 15 minutes, divided into 10 minutes for presentation, and 5 minutes for Q&A.

Additional Considerations

- By agreeing to speak, you grant permission for your presentation to be recorded and posted online unless agreed upon otherwise.
- To ensure a smooth conducting of the presentations of various presentation formats (online, offline, and hybrid) and possible issues regarding compatibility and technical support, the use of external computers for connection during presentations is not permitted. All on-site presentations must be conducted using the computer provided at the venue (Windows PC with Windows 10 OS).

In-Person Presentations

- Bring your presentation file USB (preferably a pdf file) of your presentation to the lecture room 10 minutes **before the beginning of your session** and submit your presentation file USB to the on-site staff. You will then be given time to check your presentation slides.
- Presentations should be in PDF format, if possible, to avoid broken font and misplaced figures in the presentation. If using PowerPoint, ensure that all fonts and video files are embedded.
- Presenters who do not have their presentation file prepared before the session begins or do not appear before their designated presentation time may lose the opportunity to present.
- A minimum font of 20pt for oral presentations is recommended for in-person presentations, to ensure visibility for all participants.

Online Presentations

- A Zoom presentation link will be provided to you with the program schedule.
- Enter the Zoom presentation link 10 minutes before the session starts for a technical check, with your presentation prepared on your screen.

- Enter “(Presenter)” before your Full name in the zoom display name.
- Online presenters should choose a well-lit, quiet location with a stable internet connection for participating in the live session.
- If possible, please prepare a web camera for use during your presentation.
- Using an external microphone or headset is recommended, as internal computer microphones often do not provide adequate sound quality.
- Presenting live is strongly encouraged for virtual presenters to take advantage of audience feedback and questions.
- Presentation recordings are not accepted for online presentations; presenters must be ready to deliver their presentations live.