

ORAL PRESENTATION GUIDELINES of PVB2025

POWER POINT PREPARATION

1. Please use the Microsoft PowerPoint* (*.ppt) or (*.pptx),
2. Please prepare your presentation in 16:9 format
3. **Invited speakers:** Invited talks are allocated 25 minutes, including time for Q&A (20 min talk, 5 min Q&A).
4. **Selected oral speakers:** Selected oral talks are allocated 15 minutes, including time for Q&A (12 min talk, 3 min Q&A).
5. Use Standard Fonts – Arial, Calibri, Times New Roman. Non-standard fonts may not display properly.
6. We suggest to use Magenta (R:255, G:0, B:255) or Orange (R:255, G:40, B:0), rather than red (R:255, G:0, B:0)

HARDWARE

7. Please use your own laptop PC for the presentation. While the previous speaker is giving his/her talk, please connect your PC at the next speaker's seat at the front of the conference room.
8. If your laptop has only USB-C or Lightning ports, please remember to bring the necessary USB-C/Lightning-to-HDMI adapter.
9. We expect that you will use a pointer function of Power Point or your own laser pointer. Just in case, we prepare a simple laser pointer without a page forward function.

OTHERS

10. We highly recommend that you preview your PowerPoint using the projector in the conference room.