



**39th EUCEN Conference
University of Lapland
Rovaniemi (FI), 27-29 May 2010**



“Lifelong Learning for the New Decade”

Guidelines for Oral Presentations

EUCEN conferences are designed to be as informal, friendly and participative as possible. To facilitate this, you are asked to take into account the following points in presenting your paper:

- The time reserved for one presentation is **20 minutes**. There will be only two presentations in each session and the rest of the time will be dedicated to discussion. The session moderator will make sure you finish on time.
- Please send **by 30 April 2010** to the conference office (congress@ulapland.fi) **a list of questions or issues that you wish to be addressed during the discussion**. They will be forwarded to the session moderator.
- Each session room will be equipped with a computer (with access to Internet) as well as data projector. You cannot use your own laptop in the session room!
- If you wish to use other AV- equipment please inform the conference office about this by **30 April 2010**.
- Please either send you PowerPoint slides in advance to the conference office or bring them with you on a CD or a USB memory stick. The slides received in advance will be waiting for you on the session room computer. If you bring your slides with you, please hand in your slides to the registration desk as soon as you arrive at the conference venue.
- Please bring copies of your PowerPoint presentation for distribution (15-20 copies).

Guidelines on how to prepare your PowerPoint slides

- Your presentation can be loaded onto the network without problems if it does not exceed 100 MB: larger files can cause problems!
- PowerPoint versions accepted are PowerPoint MS Office 95, Office 97, Office 2003 and Office XP. HOX PowerPoint slides made using the 2007 version will not work.
- Use embedded pictures, DO NOT use images linked to other files. Linked pictures will not show up in your presentation! Accepted picture file formats: JPG and GIF
- Video and audio objects: Windows Media Player 11 and RealPlayer 10v available. Use embedded files, DO NOT use files linked to other files. Linked files will not show up in your presentation!

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- Accepted Fonts are the standard Windows fonts. If you use a non-standard (e.g. scientific symbols) font with your presentation, you should supply this non-standard font separately with your presentation. For a normal projection, the font size .24 is sufficient. Use computer resolution 800x600 or max. 1024x768 and 16 or 24 bits.
 - Choose under a File, Page-setup, On-screen Show, Size 24 x 18 cm landscape. If you use a standard background format, you have to realize that different consecutive presentations might cause some problems. It is better to choose Apply for the background of each single slide than to choose Apply to all.
 - Legibility of the text: How to determine your own legibility: For a 17 inch screen, stand 2 metres away. If you can see your presentation (slide + text) clearly (presentation 100% image) there shouldn't be problems seeing this presentation in a lecture room.