Recommendations for making slides presentations

* SLIDES PRESENTATIONS MUST BE ARRANGED BY THE SPEAKERS

Slides presentations must be adapted to the following recommendations:

1- We suggest the use of POWER POINT format. If it is in another format, please check the correct use of the file in the Secretariat with anticipation.

2- Use standard fonts (typeface).

3- Best is to use a PENDRIVE to carry the .ppt files.

4- If the PEN DRIVE was mounted on a Macintosh operating system, it must be converted to a PC compatible format. This step can be skipped if the speaker brings his own Macintosh notebook with its respective adapters to connect it directly to the multimedia projector.

5- If the presentation contains video, it must be in Windows Media (.avi, .wmv) or .MPEG format (.mpg, .mpeg, .mpe, .mpa, .m1v, .mp2, .mpv2, .mp2v). DIVX, DVD, Real Player, Quick Time and VCD formats are not compatible with Microsoft Power Point software. If .MPEG format is used, MPEG Layer II is highly recommended for audio tracks.

In order to test their material and solve any problem that may arise, speakers must show in advance to the Conference Room.