



50th ISOCARP

International Planning Congress
Urban Transformations - Cities and Water

GDYNIA, POLAND, 23-26 September 2014

Dear Authors and Presenters 2014,

Please receive these guidelines for powerpoint (ppt) presentations at the 50th ISOCARP Congress in Gdynia. Kindly email your ppt files (or pdf files of the ppt) no later than 21 July to isocarp@isocarp.org with the subject line "Gdynia PPT" in the email.

I The Presentation Time and Schedule

- The congress team will arrange a presentation schedule according to tracks and sessions;
- Authors will be given a maximum time limit of 15 minutes sharply to present their papers;
- It is important to be brief, focused and to summarize the most important findings only; and
- After the presentation 5 minutes will be provided for discussion.

II The Powerpoint Presentation

- Authors should email their ppt presentation after the full paper has been submitted;
- A ppt presentation is a visual summary of the paper and not the full paper in ppt format;
- The number of slides should be appropriate to the 15 minute time allotment.
- As a guideline, please limit the number of slides to a maximum of 15. If there are several image/photo slides used to illustrate the nature of a place or topic and intended to be shown very quickly, a few additional slides are fine;
- Text on slides should be limited and in the form of bullet points and keywords;
- The format and design of the ppt is up to the authors – except the Executive Summary Slide (see below);
- PPT slides should have the following sequence:
 - First slide: Name of author(s) and paper title
 - Second slide: Aim of research / work, focus, study and methodology
 - Next slides: Research content
 - Final slides: Conclusions and Lessons Learned (should also include some points specifically reflecting the congress/track topic);
 - Executive Summary Slide (see below); and
- It is recommended that each slide has a footer with author's name, title of paper, and ISOCARP Congress Gdynia 2014.

III The Executive Summary Slide

- The very last slide of your ppt should be the Executive Summary Slide.
- Please follow the format in the attached file for this slide and move the dots.
- For all other slides feel free to use your own designs.
- The summary slide is for the use of the congress team for information and display purposes.
- It should not be presented by the author.

Thank you for your contribution by 21 July. See you in Gdynia.

Amos Brandeis and Congress Team