

## **Guidelines for powerpoint (ppt) presentations at the ISOCARP-OAPA Conference in Portland, Oregon**

### **I The Presentation Time and Schedule**

- The congress team will arrange a presentation schedule according to tracks and sessions
- It is important to be brief, focused and to summarize the most important findings only
- It is intended to keep sufficient time for discussion.

### **II The Powerpoint Presentation**

- Format: 16:9.
- The number of slides should be appropriate to the 10-12 minutes time allotment.
- As a guideline, please limit the number of slides to a maximum of 12. 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.  
A ppt presentation is a visual summary of the paper and not the full paper in ppt format.
- The format and design of the ppt is up to the authors – except the 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).
- It is recommended that each slide has a footer with author's name, title of paper, and ISOCARP-OAPA Conference Portland 2017.
- As an alternative other visual presentations may be used, such as for example: slideshow, Prezi, video etc.

### **III Summary Slide**

- A separate slide should be the Summary Slide.
- It should not be presented by the author.
- This slide should show the paper findings and open questions. It should not be a summary of the paper. It will be displayed before the start of the discussion at the end of each session.