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.
- 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 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.