



## **NORM X guidelines for presenters on preparation of oral presentation**

**Presentation:** the presentation should be supplied in electronic form, either as a PPT or PPTX file. The deadline for submission of the presentation is April 18<sup>th</sup> 2022. Presentations can be submitted by e-mail or by WeTransfer to the symposium secretariat ([info@normx2022.com](mailto:info@normx2022.com)). The presenter must be registered before submission of the presentation.

**Copyright:** presenters are responsible for ensuring that nothing in their presentation infringes any existing copyright.

**Length:** oral presentations have a duration of 25 minutes (including 5 minutes for questions). The number of slides used should be in correspondance with this duration.

**SI units:** all measurements and data should be given in metric (SI) units.

### **Presentation layout**

**Slide size:** 16:9 (and not 4:3)

**Front slide:** the front slide must contain:

- Title of the presentation
- Subtitle (if desired)
- Name of presenter
- Names of other authors (if desired)

**Presentation titles:** Calibri Light (headings)

**Presentation text:** Calibri (body)

**Slide numbering:** slides must be numbered and the total amount of slides must be given.

**Audio/Video:** audio and/or video fragments must be included in the presentation and also sent separate from the presentation to the symposium secretariat. Please indicate which audio and/or video fragments are included on which slides.