

## **14th Australasian Cystic Fibrosis Conference Formatting Guidelines for Presentations and Pre-recordings**

Please use the following guidelines when submitting your Powerpoint presentations and Pre-recordings for the 14th Australasian Cystic Fibrosis Conference for both the Medical & Lay Programs.

### Presentations

1. Use Powerpoint or equivalent to create presentations.
2. The screen resolution size for presentations in all sessions will be 16:9 ratio.
3. Select landscape settings for your slide presentations.
4. Please advise on submission if the presentation is on an auto-timer, ie slides change automatically based on a predetermined schedule.
5. Follow file naming convention as - day/ time/LAY or MEDICAL/session title/speaker name.
6. Keep file (.pdf, .png) size to less than 50Mb, larger size files please advise immediately.
7. Please ensure when presenting:
  - a. You are seated in a well-lit location in front of a computer – make sure the light source is coming from in front of you, not behind
  - b. There is a good Wi-Fi connection
  - c. Logged-in 30 minutes prior to the session for testing.

### Pre-Recorded (audio or video) Presentations

1. If your presentation will be pre-recorded in advance you can use either your laptop or mac to record your talk:
  - a. If using Powerpoint you can select “record slide show” from the slide show tab on the tool bar
  - b. Ensure your volume is well adjusted, test prior to completed recording
  - c. Note the time for total recording and ensure it is close to your allocated time
2. Please ensure when presenting:
  - a. You are seated in a well-lit location in front of a computer – make sure the light source is coming from in front of you, not behind you
  - b. There is a good Wi-Fi connection
  - c. Logged-in 30 minutes prior to the session for testing.
3. Follow file naming convention as - day/time/LAY or MEDICAL/session title/speaker name.
4. Keep file (.mp4, .mov) size to less than 100Mb, larger size files please advise immediately.
5. Video should be recorded in 720p or 1080p and no less than 540p.
6. Advise if an e-poster is a video or just a presentation.

Any questions? Contact Mala Ganpati: [malag@cfa.org.au](mailto:malag@cfa.org.au) or Nicki Mileham: [nickim@cfa.org.au](mailto:nickim@cfa.org.au)