



TOGETHER WE POWER THE WORLD™

The World Leader in Diagnostic Test Instruments and Knowledge Services for Electric Power

DETAILED INSTRUCTIONS ON PREPARING YOUR 2020 POWERPOINT PRESENTATIONS

Your PowerPoint Presentation should be a summary that includes the highlights of your paper. In short, you should never read your paper; you should talk about it! Please consider the length of time you have to make your presentation and plan the number of slides you will use accordingly.

Time Frame

Each presenter has 20 minutes to deliver their PowerPoint presentation at the conference. An additional 10 minutes is allotted to follow for Q&A and discussion from the audience. Please keep this time frame in mind when preparing your slides. We recommend a total of 10-30 slides in order to stay within the 20 minutes time slot. Committee Secretaries are responsible for keeping the session running on time. If your presentation goes over the time limit the Committee Secretary may have to cut you off.

Slide Format

Please provide your conference presentation in English which is the official language of the Conference.

If you wish to include your company or organization's name, please do so only on the first slide of your presentation.

Your presentation may not include any commercial or promotional content.

Please do not use small type sizes – anything smaller than 14 pt. may not be legible. Use dark colors for text and lighter colors for the background to insure legibility.

Computer Display

For your PowerPoint presentation, please note the following:

- The Conference's computer display projection system supports visuals prepared using **Microsoft PowerPoint** presentation software.
- All conference presentations will be loaded in advance onto the main conference computer.
- If you make revisions to your presentation after your submittal to Doble please notify Events@doble.com and resubmit the revised file by e-mail or by post. Doble will make every effort to update our web postings to reflect your latest changes, but as the conference date approaches, it will become increasingly difficult to do so.



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Video

Video recordings are acceptable in your presentations but must be identified to the committee Secretary prior to the presentation. It is required that the Presenter, Secretary and Audio Visual Member make sure the video works correctly prior to the presentation being given.