

Appendix 8



Guidelines for the preparation of Visual Aids for Speakers for the XXIVth World Road Congress Mexico-city, 26-30 September, 2011

1. INTRODUCTION

The following guidelines have been prepared to help you make your presentation a success. For the consistency of the sessions, you are invited to prepare the visual aids in conformity with the indications given below.

2. VISUAL AIDS FOR SPEAKERS

A visual aid should be prepared using PowerPoint. Acceptable versions are PowerPoint 2003, XP, 2000, 97 and 2007.

If your visual aid includes video files, the formats of the video files should be one of the following;

- Mpeg 2
- WMV.

3. LANGUAGE

Visual aids should be prepared in one of the three languages of the Congress: **English, French or Spanish.**

4. TIME

The information on the time allocated to your presentation will be provided by the respective Chair of the session.

5. FORMAT OF POWER POINT PRESENTATION

The attached template has two slides: the first one for the Title of the presentation, the second slide is for the other slides.

Speakers are asked to use the attached template.

If the presentation is in English, the background colour of all headings should be red, in French: blue, in Spanish: green as per the attached template.

5.1 Amount of information

The information shall be presented in a clear and understandable manner. This involves several steps - break down the information into manageable chunks:

- use headings and point form to help guide the reader through the information, a minimum of text (six to seven lines maximum per slide);
- use graphs instead of tables with figures where possible;
- show only what is essential.

If a complex picture is required, try to split it into several simple images.

The keys of the diagrams should be written horizontally. The outline of drawings should be thick.

5.2 Colours and size of font

For an adequate legibility, it is important to choose high contrast colours.

Use at least 24-point font size for lettering.

Use a sans serif typeface such as Helvetica, Arial, or Universal instead of a serif typeface like Times.

5.3 Contents

The title slide (the first slide) will contain the following items;

- the title of presentation,
- the name of the speaker,
- the organisation where the speaker is from,
- the position of the speaker,
- the Email address of the speaker,

A logo of the organisation can appear on the first slide. **The logo should not appear in following slides.**

Any political or commercial reference is not acceptable. Commercial references are strictly limited to the case where it is absolutely essential for the understanding of the main content of the paper.

6. BEFORE THE SESSION

Speakers are requested to bring their visual aids to the “Preview Room” located in Centro Banamex in **Palacio de la Canale # 1**, where the presentation will be checked and downloaded on the central system. Speakers are invited to go to the “Preview Room” as soon as possible from the commencement of the Congress, or **at least one day before their session.**

Electronic files can be handed in by a CD-ROM or a USB memory stick. The electronic files should not be compressed wherever possible. If the files need to be compressed, it should be done exclusively with Winzip.

The names of electronic files must use the following nomenclature:

For the Technical Committee Sessions;

CXX-Y.zzz

Where:

- XX is the letter and the number representing the Committee (A1 for TC A.1, D3 for TC D.3, etc.),
- Y is the last name of Speakers.
- zzz is the extension of file (ppt for PowerPoint).

For the Special Sessions;

SPXX-Y.zzz

Where:

- XX is the two numbers representing the Special Sessions (01 for Special Session 1, 12 for Special Session 12, etc.),
- Y is the last name of Speakers.
- zzz is the extension of file (ppt for PowerPoint).

For the Strategic Direction Sessions;

TSX-Y.zzz

Where:

- X is the letter representing the Strategic Direction Session (A for Strategic Direction Session A, etc.),
- Y is the last name of Speakers.
- zzz is the extension of file (ppt for PowerPoint).

7. DURING THE SESSION

There will be no possibility for speakers to display their visual aids from their own laptop computer.

8. CONTACT

If you have any question, please contact:

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