

Appendix 8

Audiovisual Aids Guidelines for Speakers (Main Sessions)

1. General

Speakers are required to develop their audiovisual aids with Microsoft PowerPoint 2007 or lower versions. Template of audiovisual aids will be available on the PIARC website. Personal laptops will not be allowed at the session rooms. Presentations will be uploaded on a central server which will feed them into designated session rooms via a LAN.

NB: Kindly submit your PowerPoint Presentations to Speakers' Preview room at least one day prior to your presentation.

2. Equipments

The rooms for the main sessions are equipped with:

- a LCD (data) projector for electronic presentation materials
- screen(s)
- Podium with a LCD screen and a control device for presentation
- Electric Pointer
- Projectionist
- Simultaneous interpretation into English, French and Spanish
- Overhead projector and transparencies (only for discussion)

All of electronic presentation materials are controlled centrally. In advance of the session, speakers are requested to load the materials into computers in the visual aids room. Speakers may not use their own personal computers for their presentation.

Note: 35mm slide projectors, videotape players are not available for sessions. And overhead projectors are available only for discussion, not for presentation.

3. Format of visual aids

Languages

Audiovisual aids should be prepared in at least one of the three languages of the Congress: English, French or Spanish.

Amount of information

Generally speaking, the information on the visual aids should be presented as simply as possible. Indeed while the audience is trying to decipher what is on the screen, it is not listening any more to the speaker. The guidelines are as follows:

- a minimum of text (six lines maximum),
- very clear and simple diagrams or graphs,
- no tables with figures; convert them into graphs, and
- 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.

Number of slides

For an adequate understanding of visual aids, a 15-minute presentation could include about 10 slides.

Colours

For an adequate legibility, it is important to choose high contrast colours (dark letters on a light background or vice-versa). Avoid the red colour.

Contents

References of a commercial or political nature are forbidden.

4. Speakers' Preview room

The Speakers' Preview Room visual will open starting Sunday 25 September 2011 afternoon. Technicians will be available for your help. In advance of the session, speakers are requested to load the materials into computers in this room at least one day prior to the presentation. Speakers may not use their own personal computers for presentation.

Computers in the visual aids room are equipped with CD-ROM drive and USB drivers and are installed following software;

-MS-Windows 7 or later version

-MS-PowerPoint 2007

-MS-Word 2007

-MS-Windows Media Player

-Adobe Acrobat Reader

These computers have no connection to the Internet.

If you have questions, please contact PIARC General Secretariat.

AIPCR / PIARC

Association mondiale de la Route / World Road Association

La Grande Arche, Paroi nord, niveau 5

92055 La Défense Cedex – FRANCE

Tel: +33 (1) 47 96 81 21

Fax: +33 (1) 49 00 02 02

<http://www.piarc.org>

E-mail: mexico2011@piarc.org