

 <p>The logo for BioNat-5 Cyprus - 2017 features a green leaf icon above the text 'BioNat-5' in a blue serif font, with 'Cyprus - 2017' in a smaller red font below it.</p>	<p><b>The 5th Euro-Mediterranean Conference &amp; Expo</b> <b>Natural Products, Pharma and Complementary Medicines:</b> <b>Novelties and Emerging Targets</b> <b>BioNat-5</b> <b>NOVEMBER 28 – 30, 2017 ● LARNACA - CYPRUS</b></p>
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## Format Guide: ORAL PRESENTATION

### Oral Presentation Format

Each speaker has 10 minutes for their presentation. With approximately 8 minutes given for the presentation followed by 2 minutes for questions and answers.

### Meeting Room Standard Equipment

Each meeting room is equipped with the following:

- One data/video projector
- One computer
- One wired lavalier microphone
- One podium microphone
- One screen of appropriate size
- Electronic timer (to be used by session chair to facilitate the session)

We encourage you to use the conference supplied computer. The conference computer will have the following software installed: Microsoft Office 2007, Adobe Acrobat 7.x or higher, Quick Time 6.x or higher, Macromedia Flash Player 7.x or higher, and Internet Explorer 6.x or higher.

Please note that the conference supplied computer does not run Microsoft Vista. All presentations created using Power Point 2007 should be saved as a Power Point 2003 file or as a .pdf and should be tested on a Windows 10 machine prior to the conference.

Please bring your presentation on one of the following media:

- USB hard drive (Pocket Drive, iPod)
- USB flash drive
- 3.5" diskette or CD-ROM, CD-R, or DVD

**Note:** If your graphics or video clips are not imbedded in your presentation please be sure that you bring them as well.

### Note on Mac-produced presentations

If your presentation was created on a MAC and converted to run on a PC please test it before you come to the meeting. Make sure that the hyperlinks still function. Avoid using a rewritable CD (CD-RW).

We've encountered compatibility problems with them. If your presentation was produced on a Mac and it includes embedded video, your video will most likely NOT play automatically on the PC platform. You will need to either convert your .mov files to .avi format or create a link in your slide show to an external .mov file. If you choose the latter, your animation will play in a separate Quick Time window, outside of your Power Point presentation. We strongly recommend that you test your Mac-produced presentation on a Windows based system before arriving at the meeting.

### **Meeting Room Optional Equipment**

If you need video playback equipment, DVD player or an overhead projector etc. please send an E-mail to [bionat.congress@gmail.com](mailto:bionat.congress@gmail.com). Please be sure to include your name, reference number and presentation date and time.

### **Questions**

All questions regarding audio/visual or computer support should be sent via e-mail to [bionat.congress@gmail.com](mailto:bionat.congress@gmail.com). Please allow two business days for a response. On-site please stop by the speaker ready room.

### **Some Pointers for Your Oral Presentation**

#### **Layout**

Avoid hand drawn materials.

Use sans-serif 11 to 14 point fonts for text or numbers. The presentation often has to be viewed from 60 or 70 feet from the screen.

Use a heavy line thickness for graphics.

Use dashed, dotted or colour lines rather than varying line thickness.

Use a dark background colour and bright colours for the copy.

Avoid shades of gray.

#### **Content**

Use short crisp text.

Avoid using pages from your abstract.

Select only key parts of an equation to illustrate a point.

Show information piece by piece, build to the conclusion.

Use simple diagrams

Plan on one slide for each minute of your talk.

**Computer Presentations** (much of what is mentioned above also applies here): Avoid bright red, blue and/or green at the same time. It is difficult for the eye to focus on these colour combinations.

Too many colours used at the same time confuses the viewer. Follow common associations people have with colours (Red for negative, black for positive) keep the presentation simple.