

# NAPEC 2018

## Presentation Guidelines



### PowerPoint Presentation Guidelines:

1. Your allocated time for your presentation is **15 minutes**, after the session finished all speakers on that session will have 20 mn questions from the audience the session chairperson will be moderating the Q&A”
2. Try not to add too much detail into your slides, use more slides as opposed to using smaller text.
3. If using colour, try to think of colours that go together. For instance, red background and green text will be difficult to read.
4. The PowerPoint template to used will be sent soon on separate email.
5. Try not to use the wide screen setting on your presentation; some of the information on the slides may be cut off when it is projected.
6. If your presentation includes a video please ensure it is embedded into the presentation before emailing it over to us but please also provide us with the video and audio files separately. Should something go wrong at the conference our AV technicians will be able to use these separate files and hopefully the video can still be shown.

### How the presentations will run:

1. Your presentation will be uploaded at the technician’s desk. You will be able to check through the presentation before hand if you wish, we can do this during morning registration, coffee and lunch breaks so please ensure you arrive in good time to enable this to happen.
2. Your presentation will be viewed from a monitor at the lectern and you will be able to move from slide to slide using a remote slide controller which will also have a laser pointer should you need to point out specific or key points to the audience.
3. You can either stand at the lectern and present, or choose to have a clip-on microphone so you can walk freely on the stage which is a more informal approach. Please confirm to me if you wish to have a clip on microphone when you send me your presentation.
4. Water will be available on the stage.
5. If you are involved in a panel discussion, the moderator and fellow panelist will be seated on the stage in an informal “chat show” set up making is easier for you all to talk directly to each other as well as to the audience.
6. A short meeting will be scheduled a day before each conference to introduce all speakers to each other with a speakers brief. Time and location will be sent with the power point template presentation.

Please email your presentation to [sales3@napec.events](mailto:sales3@napec.events) / [business@napec-dz.com](mailto:business@napec-dz.com) by **08<sup>th</sup> of March 2018**.  
***Should you need to make changes to the presentation after you have submitted it to us, then please bring the updated version with you on a USB drive.***

#### Contact:

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