

**IAEC**



International Aerospace  
Engineering Conference

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## **Guidelines for the Preparation of PowerPoint Presentations**

Papers should be presented at the Conference using PowerPoint. Please bring your presentation on a USB flash drive. Each presentation room will be equipped with a computer and data projector for PowerPoint presentations.

### **Text**

- Summarize the material on each slide succinctly.
- Use upper and lowercase lettering, as it is easier to read than all capital letters.
- Recommended fonts are Arial and Times New Roman.
- Make tables, graphs, and diagrams clear and simple.
- Avoid using many colours, patterns, and graphics, as this distracts from the content.

### **Using Images**

- Use JPEG file format. Avoid images at a higher resolution than JPEG or overloading your presentation with images, as this will increase the size of your presentation.
- Extremely large images may not be properly projected due to operational capacities of electronic projectors.

### **Using Animation**

- Use simple entry animation effects, such as fly in/out, appear, and dissolve.
- Exit animations are not recommended.

### **Using Movies**

- Test your movies and presentation on a Windows platform before finalizing your presentation.
- Use the lowest possible resolution for the video file to keep the size of the file small and thus avoid overloading the electronic projector.

### **At the Conference**

Your presentation will be preloaded into the computer network system at the Conference venue.

The Conference Organising Committee  
International Aerospace Engineering Conference