



International Conference
"Corrosion in Oil and Gas industry"
May 22-24, 2019,
Saint Petersburg, Russia

Preparation of Presentations

PowerPoint presentations are the only type of presentation material permitted. **All presentations MUST BE REVIEWED. Unreviewed presentations cannot be presented.**

Style Guidelines for Presentations

Commercialism: Commercialism in the presentation (e.g., references to trade names, company names, product names, etc.) must be avoided. No more than one reference may be made to any product, company, etc., in the presentation of papers, and the Session Chair has the responsibility of interrupting the presentation and stopping the speaker if this occurs.

Handouts: Handouts are not permitted.

Recordings: No recording is allowed during the conference.

Format: Simplicity is key. Please take into account when preparing your presentation that simultaneous interpreters will work at the conference.

Below are some recommendations for preparing your presentation.

1. Company names and logos must not appear on more than the first slide.
2. Written information: no more than **6 to 7 words** on a line; no more than **6 to 7 lines** vertically.
3. Fonts and font sizes used for text and numbers must be readable in a large symposium room. Recommended fonts are sans serif such as Arial or Helvetica. The minimum font size should be 20 point.
4. Tabulated data: (graphs, bar charts, or curves are easier to follow) no more than **3 columns** of numbers; no more than 8 lines vertically.
5. Graphs: **no grid lines**; on ordinate and abscissa lines, show small hash marks for main units only, e.g., 0-5-10-15-20. Identify ordinate and abscissa parameters simply: I for current, E for voltage, T for time, etc. If you use words, do not exceed one word each. No more than **3 curves** on one slide. Preferably, each curve should be a different color; if black and white, each curve should be different, e.g., solid line, line of dashes, line of dots and dashes. Simple identification of each curve.
6. A combination of upper- and lower-case letters is more legible than all caps.
7. Use **light** color lettering against **dark** background; letters should **contrast** with background. White letters on dark blue is best.
8. Use **landscape** orientation for all slides.



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Oral Presentations

Commercialism. Commercialism must be avoided in the presentation (references to trade names, company names, product names, etc.). The technical chair is responsible for ensuring presenters do not make commercial references in their presentation and has the responsibility and authority to interrupt the presentation to stop the speaker.

Presentation Review

Presenters are asked to submit their presentations to Paper Trail. It is the Technical Committee who reviews these presentations and approves them. Guidelines for the presentations are provided in the check list below.

Checklist for Presentations

- Are there too many slides for the assigned length of the presentation?**
- Are the visuals too detailed for quick comprehension or is copy material too small to be seen in a large room? (Smaller than a 12 point font.)**
- Do your slides comply with the instructions given in this manual (e.g., does the company name or logo appear on more than one slide)?** Company names and logos must not appear on more than the first slide.
- Do the visuals lack commercial bias?**
- Is the readability of the slides affected by the color of the font against the background?**
- Are the title, figures, and figure captions free of trade names?** Trade names (if they are absolutely necessary) are allowed only once in the presentation text and must always be footnoted.

If your answer is "NO" to any one of these questions, the author should double-check the format and style instructions.

Authors who do not submit their presentations before the deadline are responsible for contacting the Technical Chair before the conference and having their presentations approved.