

Rules and recommendations for the submission of slides

The authors of accepted papers have the option of enhancing their oral presentation by using a computerized **presentation** programme to create a slide show.

The following rules and recommendations aim to help you create attractive and effective slides for your audience and for their subsequent dissemination on the Internet.

General rules:

- Presentation in Microsoft PowerPoint format.
- Maximum of 10 slides per presentation.
- Horizontal slide layout.
- The first presentation slide will include:
 - o Title.
 - o Author(s).
 - o Institutional affiliation.
 - o Conference date.

Recommendations:

Content: An advisable general outline would be:

- 1st Presentation
- 2nd Introduction or hypothesis
- 3rd Aim(s)
- 4th, 5th and 6th Material and methods
- 7th, 8th and 9th Results
- 10th Conclusions

You should not include information that is not important or relevant, because it prevents the listener from remembering the important ideas you want to convey. Remember that the full text of the paper will be available to the public.

Typography and design:

- It is advisable to use dark letters on a light **background** and colours that clearly differentiate the text from the background. Backgrounds should be plain rather than degraded, and it is better to avoid shaded areas or textures.
- The **text** of each slide should be limited to a few key phrases. Each slide should contain between 6 and 10 lines of text, with 6 to 8 words per line. An ideal formula is 7x7: 7 words per line, 7 lines per slide. When preparing a slide presentation for a sizeable audience, you should bear in mind that the bottom margin of a slide may be difficult to see.
- The **fonts** must be easy to read from a distance (including the texts of diagrams). You should use an easily readable font with clear lettering such as Arial, Tahoma or

Verdana (size 20), but do not use too many fonts or colours; two fonts are usually sufficient. It is advisable not to write all the text in capitals. Only use bold type to highlight important data or information, and use italics instead of underlining for emphasis.

- The size of **images, photographs, drawings**, etc. should be reduced before they are included in the presentation, avoiding loss of quality insofar as possible. Avoid using photos as a background for text, since this will make the text more difficult to read. Likewise, if you want to insert text into a photo, this can be done by framing the text in a box to differentiate it from the background. Discard any distorted images (enlarged images become pixellated).
- **Tables, diagrams, graphs**, etc. should have contrasting colours so that they are easy to see. Avoid complicated tables with numerous figures. Use clear sketches and diagrams with few initials.
- If **transitions and animations** are used in the presentation, they should be simple and consistent. Avoid effects and other elements that might distract the audience. The use of transition sounds is not recommended.
- If the **language** used in the oral presentation is not Spanish, the text of the slide presentation should be written in at least two languages (Spanish being one of them).