

# 13th International Conference on Air Quality - Science and Application

## ONLINE PRESENTATIONS GUIDELINES

### Prepare your oral presentation

- Each online presenter will give a 15 minutes talk plus 5 minutes for questions.
- Oral speakers that will attend the conference online must submit a pre-recorded presentation. This presentation will be used in case of connection problems or any other issues.
- Please send your presentations via We Transfer no later than **Friday 10 June**.

### Create your presentation

- Online presenters should submit a power-point presentation with embedded audio or video. Oral presentations should be for no more than 15 minutes and Poster presentations no more than 5 minutes.
- Instructions on how to produce your audio/video file can be found on:  
<https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>
- The meeting will be utilizing 16:9 aspect ratio projectors (widescreen) in all rooms. To utilize the full screen, you should create your presentation in “widescreen” format. The standard 4:3 format will work but it will not fill the entire screen when in presentation mode.

### Submit your presentation

- Review and send your presentation file via We Transfer (<https://wetransfer.com/>) to the Online Conference Team clearly labelling your file with your surname and your first initial e.g. SokhiR. After uploading your presentation send it to the following email address: [airquality2022@gmail.com](mailto:airquality2022@gmail.com)
- Please send your presentations via We Transfer no later than Friday 3 June.