GENERAL GUIDELINES FOR ORAL PRESENTATION

1. Papers qualified for the conference have to be presented in public in the form of **speech and multimedia presentation**.
2. **Your presentation must correspond to the title and content of the abstract you have submitted.**
3. Each paper and presentation must have a research supervisor who will make sure that the work will be on a substantial level. Three research supervisors per one paper are allowed.
4. The language of your speech and the multimedia presentation must be **English**. Make sure that the text does not contain errors.
5. The time of **the presentation cannot exceed 15 min**. If you pass the limit you will be asked to end your presentation.
6. One paper may be presented by max. 2 persons.
7. A multimedia projector will be at the presenters' disposal.
8. Authors present papers in thematic sessions which are adapted to the appropriate number and subjects of accepted papers.
9. The presentations will be held according to the schedule established by the organizer. You will be informed about the conference schedule at least 3 days before the conference.
10. After each session there will be time to answer questions from the audience.
11. **The PPT presentations have to be e-mailed to the organizer** three days before the conference. Save the file in ***.ppt** or ***.pptx format** (Microsoft Power Point software) and put **your last name in the title of the file** (for example SMITH.ppt). The organizer does not take responsibility for the incompatibility of the software. Email your PPT presentation to conference.wkirds@gmail.com **by November 3, 2019**.
12. Have your PPT presentation with you on a USB flesh drive. After the conference files with your presentation will be deleted from organizer's computer.

GUIDELINES FOR PPT PRESENTATION

1. The first slide should contain the presentation title, name of author(s), full name of institution, name of department, your supervisor(s) (including academic title), country. Include "4th International Student Conference of Conservation and Restoration of Works of Art | Cracow | 6 – 8 November 2019" at the bottom of the slide.
2. Plan your presentation to be in logical sequence, i.e. introduction with a plan of your speech, study research and methods, data collected, conclusions, references and acknowledgement.

3. Prepare appropriate quantity of slides (1-2 slides per minute of presentation).
4. To ensure visual effectiveness of your presentation, use large lettering (min. 24pt). Titles and subtitles should be larger than the main text.
5. Be consistent in text formatting.
6. Do not overwhelm slides with the text, max. 8-10 lines. Do not overdo with the amount of information and animations.
7. Photographs should be clear and of good quality. Add titles to the pictures.
8. Include *References* on the next-to-last slide. Use Oxford referencing style for your bibliography. Check the guidelines on the website of the conference.
9. On the last slide, include acknowledgements and your e-mail.