



## How to create a presentation for AEIT2024

### Foreword

AEIT has long chosen to use Free and Open Source software for its activities.

**Following this course of action, the software that will be used for the presentations of the AEIT2024 Conference papers is LibreOffice in its most recent version.**

LibreOffice is a Free and Open Source software available for free for major operating systems (Windows, macOS, Linux) and is compatible with a wide range of document formats, including the ppt format. To obtain your copy of LibreOffice you can go to the official website:

**<https://www.libreoffice.org>**

and follow the instructions there.

LibreOffice is a collection of programs and the component dedicated to presentations is "Impress" (in analogy: PowerPoint is the presentation component of MS Office). As has already been written, LibreOffice-Impress is compatible with ppt and pptx formats so, if you would like to use PowerPoint to prepare your presentation you can do so, but we recommend that you verify the result by opening with LibreOffice-Impress the file you have produced. It is common experience that opening the same ppt or pptx file with different releases of PowerPoint can result in defects in formatting, anomalies in animation, etc. so a final check with LibreOffice-Impress is advisable

### Features of the presentations for AEIT2024

#### Time at disposal:

- Time at disposal for Oral Papers presentation will be 10 minutes plus 2 minutes for queries by the audience.

#### Language:

- English Language will be the official language for the technical and the special sessions

#### Slides:

- format: screen 16:9

### **Presentation layout:**

- Authors are requested to prepare the presentation following the template downloadable from the page "Presentation Guidelines" in the conference website (<https://convegnae.it/AEIT2024>)  
download the [AEIT2024 Impress template \(.otp\)](#)  
download the [AEIT2024 PowerPoint template \(.potx\)](#)

As the first slide, it is requested to put a standard slide with the conference logo and other information from the paper as indicated in the template.

**Any corporate or institutional logos may be placed on a second slide.**

### **Text and Images:**

- accepted sans serif fonts: Arial, Calibri, Carlito, DejaVu Sans, Liberation Sans, Noto Sans, Tahoma, Verdana
- accepted serif fonts: Caladea, Calisto MT, Century, Century Schoolbook, DejaVu Serif, Garamond, Liberation Serif, Noto Serif, Times New Roman
- other accepted fonts: Symbol, Windings, Windings 2, Windings 3
- character size: it is suggested to use font size between 24pt and 48pt
- image format: it is suggested to use PNG image format

### **Mathematical formulas:**

- math formulas may undergo unpredictable changes during the projection of the presentation so it is suggested to use a graphics program and insert them as image elements

### **Animations:**

- use animations sparingly: remember that your presentation should also be visible on Zoom

### **Audio and Video in Slides:**

- if you intend to insert an audio file or a video file into a slide signal asap your intention to: [impress2024@aeit.it](mailto:impress2024@aeit.it)

### **For any other information:**

- please refer to the "Presentation Guidelines" page in the conference website <https://convegnae.it/AEIT2024>

## **How to transmit to the AEIT2024 secretariat the file with your presentation**

**For organizational reasons, all authors must provide files with presentations by September 20.**

**Authors using Microsoft-PowerPoint** are required to save their presentation as a PPTX file (or as a PPT) and save a copy also in PDF format and then **upload both** the PPTX (or PPT) file and the PDF file in EDAS in the relevant fields "Presentation ppt pptx" and "Presentation PDF"

**Authors using LibreOffice-Impress** are required to save their presentation as an ODP file and then zip the ODP file and save a copy also in PDF format and then **upload both**

the ZIP file and the PDF file in EDAS in the relevant fields “Presentation LibreOffice” and “Presentation PDF”

**Hints: How to save a copy of the file as a PDF?**

PowerPoint Users: open your PPT/PPTX file and select:  
File > Export > Create PDF/XPS Document

Impress User: open your ODP file and select:  
File > Export As > Export Directly as PDF.

Please indicate in EDAS also the author who will present the paper.

**During the Conference it will not be possible either to submit new files or to modify files already uploaded to the server.**

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**QUESTION:**

Why do I need to upload in EDAS my presentation in two different file formats for each paper?

**ANSWER:**

The PPT/PPTX or zipped ODP file will be used during the oral paper presentation: this format allows animations to be inserted into the slides making the exposition richer and more engaging.

The PDF format, which makes the slides static and generates significantly lighter files than PPT/PPTX/ODP, is better suited to allow participants to download a copy of the presentation slides from the conference web server along with a copy of the paper.

This is the first time that the AEIT International Conference has provided the ability for each participant to download both the paper and presentation slides from the conference web server!

The AEIT2024 Executive Committee trusts that all authors understand that the little increase in work that is being requested will allow for a much better service to be provided to all attendees, and thanks each author for their cooperation.