



How to create a presentation for AEIT2026

Features of the presentations for AEIT2026

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 here:
 - [AEIT2026 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: convegnoannuale@aeit.it

For any other information:

- please refer to convegnoannuale@aeit.it

How to transmit to the AEIT2026 secretariat the file with your presentation

For organizational reasons, all authors must provide files with presentations by August 31.

Authors 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”

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

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.

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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 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, 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 and it should also be used as a back up during the conference.