

SPEAKERS GUIDELINES CASB2025

Presentation of work

If using a PowerPoint presentation, please note you need to bring it on a USB Memory stick and load it on one of the computers in the Congresshall at least 1 hour before the start of the session. Another option is to send the presentation file to the e-mail address (casb@assb.edu.rs) no later than 7 days before the start of the conference.

If necessary, you can insert video from your computer or video from the Internet into the slide of the PowerPoint presentation. If combining video films with PowerPoint, please make sure to check it in the session hall where your lecture is taking place during a coffee or lunch break prior to your session, at least 30 minutes before the start of the session. All types of codecs are installed on laptops to support all formats, but movies must be in the folder where the presentation is located (if the movie is not packed in the folder, it will not be able to run during the presentation). Another option is to insert an online video from YouTube or Vimeo on the slide.

Alternatively, you may supply your own laptop. In such a case, please confirm that it has a VGA socket for external signal and come to check it first in the Congresshall as soon as you arrive, and later on in the session hall where your lecture is taking place during the coffee or lunch break prior to your session, at least 30 minutes before the start of the session. Note: Using an Apple Mac is not recommended because it cannot connect to a projector.

English is the official language of the conference, so all presentations must be prepared in English.

Time frame for presentation

- Plenary sessions up to 30 minutes
- Oral presentation up to 10 minutes
- Poster presentation up to 5 minutes
- A 20-minute discussion is scheduled for the end of the session

Preparing Your Slides

PowerPoint

You may use the template that we provided.

In order to ensure optimal delivery of your presentation, please comply with the following guidelines in the preparation of your presentation:

- Your presentation must be prepared in PowerPoint
- Preferred page set-up is landscape orientation (portrait orientation will not be displayed correctly).
- The PowerPoint presentation ratio is 16:9 standard screen;
- Use standard Windows fonts only (such as Arial, Times New Roman, Verdana etc.);
- Images: make sure that inserted images have a minimum resolution of 300dpi.



E – Poster presentations

Please submit your E-Poster as a 1-page PDF file (send file to the e-mail address casb@assb.edu.rs no later than 7 days before the start of the conference).

Language: All E-Posters should be prepared in English

File Format: PDF file – 1 page

Orientation: Please create your document in PowerPoint in Landscape Layout 16×9 and save it as a PDF file

Font types: Arial, Calibri, Verdana Times New Roman or Helvetica

Hyperlinks, animated images, animations and embedded videos are not permitted

Images and tables: at least 200 dpi. (good picture quality is essential); when inserting images, photos, tables, etc., use copy-paste. Avoid overlapping objects and layers. Only the final view/status will be visible; when saving your PDF please do not use symbols or special characters (ie. +/@/ü) in the file name

File size: Less than 5 MB

Please note: by uploading your E-Poster, you agree to having it published in the official Conference publications and on the website.

