

APIRA 2019

PowerPoint Presentations: Requirements and Specs

- We prefer that you prepare your presentation in PC format using Microsoft PowerPoint 2007 or later. Older versions or presentations created using PDFs or Prezi can be accepted but have certain limitations, such as fonts not crossing over, and these formats do not offer presenter view mode. In this instance, or if you are using any non-standard fonts, please ensure you bring the .OTF (original type font) or .TTF (true type font) file with you.
- If you are preparing your presentation on a MAC, we suggest using PowerPoint for MAC, not Keynote. However, please note that even if using PowerPoint for MAC, some fonts, formats or videos may not display correctly on our PC software.
- Please create your presentation using a 16:9 ratio. If using Microsoft PowerPoint, you can do this by selecting 'Design', 'Page Setup', 'Slides sized for:' and selecting the drop-down option 'Onscreen show (16:9)'. Presentations using a 4:3 ratio will be played as is.
- If you are using any audio or video content (MP4 preferred), you must download and embed this in your presentation when putting it together, prior to the conference. This can be done with easily accessible software, such as Internet Explorer and Real Player 11. If the files are different from an MP4, we may not be able to assist in converting to a usable format at the time of your presentation. Please do not use links to sites such as YouTube, Vimeo etc.
- Please bring an electronic copy of your presentation with you on the day on a USB and, if possible, an external cloud-type storage service such as Dropbox.
- All presentation computers will be connected to the internet.