

POWERPOINT BEST PRACTICES

International | Interdisciplinary | Everything Esophageal

#ISDE2026
www.isde-congress.net



22nd ISDE World Congress
for **Esophageal Diseases**

September 16-18, 2026

Kyoto, Japan

Technical:

- Your presentation must be prepared in PowerPoint2000 or any later PowerPoint Version (MS Windows)
- Set the slide size of the page to “On-screen show” and landscape orientation in the page set-up section. (Portrait orientation will not be displayed properly)

Formatting:

- Use high-contrast lettering, and not too much text per page (max. 5-10 lines or 15-20 words).
- Font sizes should be no smaller than size 14 or 16 for maximum visibility.
- Make sure you use high-contrast colors for the best definition of your text.
- Please be aware that red letters or lines are usually not visible.
- Avoid special characters: To avoid any compatibility problems, please do not use special characters (i.e. “, Ö, Ø, ñ, ¿, ®, ý, }, {, etc.) to name your presentation files
- Here is the best practice naming convention:

Time / Date / Session Number / Last Name / Version .pptx

ie: 0900.27.A06.Smith.V2.pptx

Content and Organization:

- As a general rule, you should not present more than 1 slide per minute.
- Do not read the slides word for word.
- Visual material provides cues and images to support your verbal presentation.
- Make sure your presentation has a clear flow from introduction to conclusion.
- Identify key points and why they are important.
- Include take-home points. Consider which 2-3 points you want the audience to remember after your presentation.
- The inclusion of a disclosure slide is mandatory even if you have no conflicts to declare. Less is more!
- Include relevant information on your slides, supplemented and explained by your verbal presentation.



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Thank You

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