# Presentation Slide Preparation Guidelines

*Please save your presentation data on a USB flash drive and bring it with you. When saving the file, name it as “School Name_Presentation Title”.

*The computer provided at the venue will run Windows 10 and use Microsoft PowerPoint 2019 (Windows version). The PC will be prepared by the secretariat.

*Depending on the version, graphs and charts may appear slightly different. Please check compatibility and perform a test run in advance.

*The projection screen at the venue will be set to **16:9** aspect ratio.

*To avoid layout issues or garbled text, please use standard OS fonts.

*If your presentation includes embedded video files, ensure that the video data is stored in the designated video folder.

*To prevent virus infection via media, please update your antivirus software with the latest virus definitions and perform a virus check on your media beforehand.

*Your presentation data will be temporarily copied to the venue PC but will be deleted by the secretariat after the conference.