



GUIDANCE FOR SPEAKERS INDEPTH 2025

Presentation Slide Format

- The PowerPoint presentation slide ratio should be 16:9 (widescreen).
- The font size should be large enough (at least 28) so that when projected it can be seen from the rear of the session room. Please also remember that your PowerPoint slide presentation should be prepared in a landscape format and NOT Portrait.
- If including videos in your presentation, please make sure to check that they work in the **Speaker Ready Room** at least **5 hours** prior to your session.
- Please note that the congress computers in the session rooms are being supplied with Microsoft Office 2019 or higher.
- There will be no provision for presenters to use their personal computers under any circumstances.
- **For Speakers who wish to use Keynote for Mac OS computers will need to use their own computers at the podium.**

Important note for Macintosh users:

In order to use a Mac presentation on a PC-compatible computer, please note that you need to prepare it according to the instructions below, before bringing it to the **Speakers Ready Room**.

1. The presentation can be prepared in either PowerPoint (for Mac) or Keynote, and converted to PowerPoint file before uploading. You can just bring your Keynote file to the speaker ready room for us to help.
2. Use a common font, such as Arial, Times New Roman, Verdana, etc. (special fonts might be changed to a default font on a PowerPoint-based PC).
3. Insert pictures as JPG and PNG files (and not TIF, or PICT – these images will not be visible on a PowerPoint-based PC).
4. Use a common movie format, such as AVI, MPG, and WMV. MOV files from QuickTime will not be visible on a PowerPoint-based PC.

Speaker's Presentation File Upload

- All speakers are requested to upload the presentation file online to <https://forms.gle/YtN5EknRABiTayhi8> by **November 5th 2025**.
 - The maximum of file: 200 MB
- All speakers are requested to have back up of their presentation file on a USB Memory stick

Speakers Preview Room

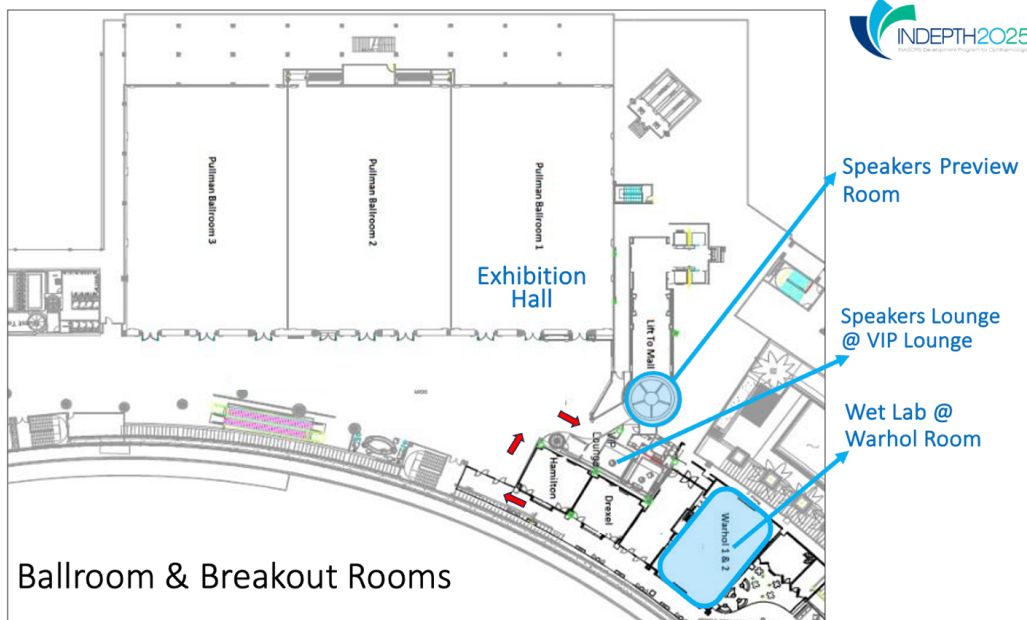
The Speakers Preview Room is located at VIP Room. Speakers are requested to check their presentations at the Speakers Preview Room at least 5 hours before the start of their sessions. If your presentation is scheduled in the early morning session, please check your presentation slides the day before.

The Speakers Preview Room will operate during the following hours:

Day	Date	Time
Day 1	Thursday, 6 November 2025	11.00—19.00
Day 2	Friday, 7 November 2025	07.30—17.00
Day 3	Saturday, 8 November 2025	07.30—14.00

The data you provide will be temporarily stored on the server in the Speakers Preview Room. The organizer will take responsibility for erasing all data after the conference. Overhead projector slides, video tapes, and sound data cannot be used for presentations.

Speakers Ready Room Location - Level L



At the Session Hall

- Assemble in your session room at least 15 minutes before the beginning of the session.
- Ensure that you sit near the front of the room with easy access to the stage.
- Ensure that you keep to the time allocated to you, as it will cause disruption to sessions if you run over your allotted time.
- If there are any changes or corrections required to the presentation details, please let the technician know as soon as possible.

Speakers Lounge

Refreshments, including snacks, coffee, tea, and lunch, are available at the VIP Lounge.

Conference Venue

Pullman Jakarta Central Park
Podomoro City, Jl. Let. Jend S Parman Kav 28,
Jakarta
Indonesia

Secretariat:

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