



Dear Sir or Madam,

we are honored that on 18-19 April 2018 we will create with you the International Ministerial Conference in Wrocław. We look forward to your arrival.

In order to ensure the proper implementation of the panels in which you will perform, we have prepared a package of useful information, which will help improve this part of the Conference.

We have in mind that the presentations prepared by you are one of the key elements of each speech. We would like to prepare ourselves properly to present them to the audience gathered at the panels, that is why we kindly ask you to send your presentations by April 10, 2018 to the e-mail address: speakers@connectingiww.pl.

Please find attached a template for a presentation prepared for visual unification of the presented materials and raising the level of professionalism of the event.

Suggested by us formats of prepared materials are also aimed at technical synchronization of your speeches and to ensure a good quality of presentation.

Our recommendations:

Media size: 16: 9

Resolution: 1920x 1080px

Preferred files with the extension: .ppt, .mov, .jpg

If a video is included in the presentation - please send the video in a separate attachment.

We created a space on the ftp server for uploading large files and movies. To log in, use the following data:

Address: [ftp.boom.com.pl](ftp://boom.com.pl)

Login: zegluga@boom.com.pl

Password: #boom#zegluga

You can also use the preferred guidelines to use presentation templates in .pptx format:

format of materials: 16: 9

dark blue color used in the main titles and in the content (text) - RGB: R12 G37 B69

blue used in subtitles, bullets, highlighting statistics/important information - RGB: R0 G147 B208

font used in titles - Bebas Neue

font used in text - Roboto Condensed Light

navy blue, waves: for initial slides, separating presentation and final chapters and presenting speakers.

We kindly ask you to prepare the lectures lasting about 10-12 minutes.

We are pleased to announce that we are planning a printout of the Conference program containing Panelist biography notes. So please send them by March 23, 2018 to the following address: speakers@connectingiww.pl including the following guidelines, which will support the creation of a professional visualization of the program:

photo: portrait, 300 dpi, 2478x3507, preferred dimensions: 437 x 437 pixels

biography: max 250 characters with spaces

full name and surname of the Speaker

full name of the position of the Speaker

We would like to provide you with the comfort of speaking, which is why we offer choice of sound system tools:

Headset microphone

Handheld microphone

Rostrum with microphone

Please make your choice and send the information via e-mail.

Other detailed information about your speeches will be sent in subsequent messages.

In case of any questions or doubts, we remain at your disposal and please send us a message to: speakers@connectingiww.pl.

<http://www.konferencjaiww.pl>

Organizational Office of the Conference:

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