



Czech Lighting Society



Slovak Lighting Society

INSTRUCTIONS FOR PRESENTATIONS



**LIGHTING AT THE DAWN
OF THE NEW ERA**

20 – 22 September 2022

14th European Lighting Conference

LUX EUROPA 2022

PRAGUE – CZECH REPUBLIC – HEART OF EUROPE

Hotel OLYMPIK / ARTEMIS

1. INSTRUCTIONS AND RULES FOR PREPARING PRESENTATIONS

Authors are advised to prepare and submit presentations using these guidelines. Adhering to the provided template and timely delivery help to facilitate management of the event, avoid technical troubles and lessen stress during course of sessions.

1. File formats: Required file format for presentations is Power Point (PPT). Portable Document Format (PDF) is exceptionally acceptable as primary document and recommended to accompany any original PPT file. Other objects such as video files etc. should be directly embedded in PPT, if possible. Alternatively, these shall be placed in the same folder as Your PPT and correctly referenced. Organizers bear no responsibility for troubleless running of external files!

2. File name and size: Maximum file size is 20 MB. Avoid placing full-resolution pictures in Your presentation which is not needed to keep good quality anyway; resize Your pictures before pasting into PPT. The files should be named as follows: 3 digits of Your paper number + space + surname and name of the presenting author.

3. Template: Official Power Point template prepared by the conference organizers is accompanying these instructions. Presenting authors are strongly encouraged to use this template so that conference presentations have the same look and layout. More details about the template are described in section 2.

4. Length/number of slides: Consider proper number of slides for the time given to Your presentation, leaving some space for questions and discussion. It is recommended to plan two slides per minute in average.

5. Language: The presentation must be in English only.

6. Contents: It is recommended to follow the structure and contents of Your full-text paper. Heavy deviations are not welcomed! However, slight additions and updates are suitable.

7. Ban of advertisement: Any references to products, advertisement or even direct marketing are strictly forbidden. Note that the presentation may be rejected or stopped during live performance if not adhering to this requirement! Approved PR Technical Papers are excepted for references to products or services but direct advertisement and marketing are still under ban.

2. USING THE OFFICIAL POWER POINT TEMPLATE

1. Title page:

- In the pre-prepared field insert the title of Your presentation. There is ample space that extends to three rows. If the title is even longer, adjust the font size as appropriate. Otherwise make no changes to the format.
- In the pre-prepared fields insert name of the authors and affiliation of the presenting author. Name of the presenting author should be in bold, co-autors in normal font version.
- Remove the „photo“ icon and insert photo of the presenting author in the same position and approximately of the same size.

- Remove the „company logo“ icon and replace it by Yours (not mandatory). The logo shall be placed in the right bottom corner approximately in the same position. Its size should suit the slide layout.
- Do not make any other changes to layout of this slide.

2. Further pages:

- Make copies of the template slide as needed.
- Edit „Title of this slide“ and „Sub-title“ fields by inserting Your titles. Do not change formatting of these texts. If sub-title is not needed, simply delete this field.
- Template is provided only for plain text and bullet points. Other elements such as captions to the tables or pictures, equations etc. are not prescribed.
- Use a consistent font throughout. Arial 28 pt is used for the core text.
- Keep the conference logo on each slide as it is. Do not re-arrange the top strip with titles and logo.
- Try to avoid using copyrighted images/content from the internet. When searching online for images to include in your presentation, try to use free public domain sites. Be careful to give correct attribution to the images.

3. SUBMISSION OF THE PRESENTATION

1. How to send Your presentation:

- If the file size is 5 MB or less: send directly by e-mail to: peter.janiga@stuba.sk with copy to dionyz.gasparovsky@stuba.sk
- If the file size is more than 5 MB: send it using an ftp service such as WeTransfer.com to: peter.janiga@stuba.sk and dionyz.gasparovsky@stuba.sk

2. Deadline: The deadline for submission is September 10, 2022 at 24:00 CEST.

3. Confirmation: Receiving of presentation will be confirmed to the presenting author.

4. REGISTRATION OF AUTHORS

Authors are requested to register via the online registration system. Failure to register by the presenting author by September 10, 2022 (the standard registration deadline) will automatically imply that the presentation will not be included in the final programme. If the original presenting author is unable to present the paper, it is his responsibility to ensure that one of the co-authors takes over this role. Failure to present the paper for other than well-founded reasons will lead to rejection of abstracts submitted at the next Lux Europa Conference. Registration fee for the presenting authors will not be waived.

5. IMPORTANT DEADLINES

10 September 2022	Submission of presentations
10 September 2022	Registration for the conference

