

# Guidelines for Oral Presentations

2026 Heat Exchanger Fouling & Cleaning Conference

June 14 - 18, 2026 | Vravrona, Greece

To increase understanding and reception of material in oral and poster presentations, follow these general guidelines:

- Use visuals to highlight or reinforce information conveyed orally or in text.
- Avoid dense, wordy, or overly detailed displays of text.
- Practice the presentations and ask others to provide feedback before the conference itself.

## Oral Presentations

Each presentation is limited to 25 minutes, including up to 20 minutes for the content and at least 5 minutes for questions.

An overhead projector and a PC (with Microsoft® Office® installed) will be available. While no specific slide template is mandated, you are welcome to utilize a template from your organization. Please note that the preferred aspect ratio for presentations is widescreen (16:9).

When developing slides, follow these guidelines:

- Try to keep font size set to 20 – 32 points so that items are legible to all audience members.
- Write short, meaningful phrases for slide titles; use sentence-style headings, with a maximum of two lines.
- Provide bulleted points for discussion, not detailed explanations. Do not overwhelm your audience with text-only slides.
- Capitalize the first word of bulleted items unless the items complete the preceding higher-level bulleted item.
- Avoid using periods in figure labels and in bullets that are not complete sentences.
- Use Arabic numerals (e.g., 1, 2, 3, etc.) for all numbers.
- Avoid overuse of equations. The audience cannot digest complex information in a matter of seconds.
- Use graphical elements (tables, charts, figures) to increase interest and improve comprehension.
- Keep graphical items uncluttered. Avoid complex graphics that readers cannot understand quickly or that require minute details. If necessary, split a table onto additional slide(s) to avoid crowded or undersized elements.
- Limit color except to add visual interest and enhance communication. Combine conservative colors to highlight information, but do not rely exclusively on color to make the visuals interesting.

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## Submissions and Deadlines

Each presenter(s) must complete a short CV form (provided separately) for use by the session chair. Email your CV form to [foulingconference@htri.net](mailto:foulingconference@htri.net) before May 15, 2026.

Please also forward your presentation slides to [foulingconference@htri.net](mailto:foulingconference@htri.net) by June 1st. This allows us to ensure they are pre-loaded on the presentation computer in preparation for your scheduled talk.