**Title of the talk in Arial 16 bold**

By Name of speaker • Email: (in Arial 10 bold)

The technical features are as follows:

• Size of the file or page: A4 (21 x 29,7 cm)

• Margins used:

|  |  |  |  |
| --- | --- | --- | --- |
| Upper margin | Lower margin | Left margin | Right margin |
| 2,5 cm | 2 cm | 2 cm | 2 cm |

• We suggest the use of Arial in the body (size) 10 pts. Other font options are: Georgia, Helvetica, Times, Trebuchet and Verdana.

• It should be a running text with no section breaks or columns. If columns are necessary, use text boxes or tables.

• Texts must be in black, and images in black and white, with or without grays.

**Recommendations:**

• Do not use small Internet images

**DO NOT USE:**

• Any type of header or footer

• Pages must not be numbered

• Fantasy fonts

**How to send the material:**

• The name of the file must contain the name and last name of the speaker and in between brackets the number of pages sent, e.g.:«**Laura-Lewin(2).doc**».

• When submitting the material by e-mail, the subject must contain the name, last name, and type of material sent (handout), e.g.: «**Laura Lewin- handout**»