123**BM01 – Presentation guidelines**

- **Topic selection**: During the **first class**, or the second class at the latest. The available topics are listed on the website of the course
- **Format**: PowerPoint (.ppt or .pptx), prepared in Microsoft PowerPoint or compatible software
- **Submission**: At least one week before the oral presentation, **by email, to a teacher based on the seminar class**
- **Oral presentation:** During the relevant seminar, according to the course schedule.
- Length: **9–11 minutes**
  The time limit will be checked, so practice at home is recommended

- **Presentation structure: 10–15 slides; Font size:** Titles: 32–40 pt; text: 24–28 pt; bibliography: 10–12 pt.
    - **Opening slide:** Topic, student's name, study group, and academic year
    - **Main section:** 7–12 slides with text or images
    - The information on **current prices** should be included
    - **Final slide:** Summary of the main points (approximately 3–5 items)
    - **Bibliography slide:**
        - A list of all sources used
        - This slide should be hidden during the oral presentation
        - For books and journal articles, include the author, title, publisher, year, and place of publication
        - For websites, the full URL should be included
        - Several different sources, such as books, journals, websites, or personal experience. Some sources should be up to date
        - Using only one source is unacceptable
        - Rules for bibliographical references are, e.g., here