

To: National Scout and Guide Fellowships (NSGF)
ISGF Regions and Sub Regions
Central Branch groups

The World Committee (WCom) is pleased to invite you to participate in the World Conference (WConf) programme by giving a presentation of your current activities.

The WConf will be a good opportunity to show to all the participants what you realised in the frame of the ISGF Action Plan 2017-2020, but also to share your activities, your successful projects and your new ideas with the other participants. These actions have to be inspiring for other NSGFs/CB groups and especially for new Members.

The presentation can be done in 2 ways: Action Time and/or Display area

1. Action Time:

We will classify the presentations under three categories as per below. In accordance with the character of your presentation, you will be granted of a specific presentation time:

- a) 10 minutes: WCom business such as Global projects, Triennial Report, Twinning, bids for WConf2023 inclusive questions/answers from the audience
- b) 5 minutes: NSGFs, Central Branch countries, Regions and WCom candidates
- c) 3 minutes: New NSGF's

We recommend that your presentation is prepared well in advance, with texts (English and French versions) ready to be released. Audio-visual tools are available.

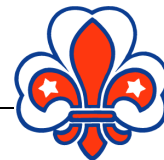
These presentations must reach the ISGF Secretary General or the ISGF Coordinator on Monday the 17th August 2020, **at 4 pm** at the latest. Any late presentations will only be shown at the end of the WConf when time allows.

Here are some guidelines:

- Presentation **must be** bi-lingual English and French;
- If possible, send the presentation to the ISGF World Bureau beforehand;
- Copy your presentation on a USB stick, DVD or CD disc and keep a backup copy;
- Presentations are to be received by the ISGF Coordinator when you register in Madrid;
- All presentations (PowerPoint/video) will be checked by the ISGF Coordinator and the technicians on the spot to ensure the IT compatibility;
- Only one presentation per Region/Sub-Region/NSGF/CB group will be admitted.

Tips for PowerPoint presentations:

- Arial or Helvetica are recommended for clarity and compatibility,
- Font size at least 24 points for body text and 36-40 points for headings.
- Light colored text on a dark background is strongly advised. Avoid using red or green.
- Reduce number of lines so no more than 6 or 7. Do not put the presentation in a loop but set it on manual.
- Size of the images approx. 800 x 600 pixels.



- Keep animations to a minimum.
- Do not use capital letters except for the title.
- Do not read the presentation but speak from the bullet points. The audience will be more interested with a good story instead of having slides who are bouncing on the screen without additional information.
- In case of music background, please ensure that it will not interfere with your speech.
- Keep it simple and do not insert complex graphics.

2. Display Area:

Standing boards and tables will be available for NSGFs/Regions and CB groups wishing to have information on their activities on display.

The exhibition room will be divided into three parts:

- 1- NSGF
- 2- ISGF Regions: NSGF wishing to present a project in common with the Region and the CB members.
- 3- ISGF: the ISGF World Committee work during last three (3) years and its achievements.

We look forward to hearing from you and we would ask you to send back request forms 06A and/or 06B to the World Bureau **not later than 17th March 2020.**