Guidelines for Oral Presentations

Presentation Formats and Equipment

Arrive early enough so that you can meet the Session Chair. Familiarize yourself with the microphone, projection system controls, laser pointer, and other equipment. It is distracting and wastes precious time when a speaker fumbles with or misuses A/V equipment.

There will be up to nine parallel sessions at any one time which are time-coordinated with each other to allow attendees to move between sessions to hear papers in different sessions. This means that your oral presentation has a fixed start and stop time as will be defined in the Program. Adherence to the following recommendations will minimize problems for you and the Session Chair in keeping each session on schedule.

Use PowerPoint Presentations with a Projector

- Bring overhead transparencies as a backup
- PowerPoint is the preferred projection software offered at the conference.
- Adobe Acrobat reader will be available on each computer, but graceful projection using that software will rely on the speakers' expertise.
- All CD-R and CD-RW media should be "closed" at the end of the recording process to help ensure that data can be read in other computing environments. In particular, take care with CD's created with DirectCD, and make sure that the CD will open on a computer without DirectCD software.
- Each room will have a projector with a dedicated computer having a minimum of a USB port and a CD-ROM reader.
- Preferred: Bring your presentation on an USB "memory key" or CD with you and attend the Speaker's Breakfast to find out how to get your presentation loaded onto the dedicated computer before your session starts (if you have *.avi, or similar animation files, have them co-located with your presentation file in a file folder). The portable computers for each session will be available at the Speaker's Breakfast for loading presentations.
- **High risk option:** Risk of losing some, or all, of your presentation time slot: Use your laptop with our monitor switch
  - Laptop booted and running on the table at the front of the room before the Session starts (plug-in power strip will be available)
  - Laptop confirmed as working with the projector before the Session starts
  - Again, bring overhead transparencies as a backup--or lose some or all of your time slot if something goes wrong.

Overhead Transparencies - if you must use overhead slides (VU-graphs), expect to turn your own slides or arrange beforehand to have someone turn them for you. There will not be a technician available in each session.

Presentation

- In addition to the body of the talk, present an introduction and a summary or conclusion. Include only information or data that can be properly explained. It detracts from the quality of a presentation to flash numerous graphs, equations, or tables on the screen in rapid sequence in an effort to squeeze a paper into its allotted time.
- **There is No Excuse for Using More than Your Allotted Time**. Please rehearse and time your presentation. It is a discourtesy to your audience, the Session Chair, and other speakers to exceed your allotted time. The Session Chairs will be notified of the meeting schedule and are instructed to adhere to it.
- Every time you display a new page, the audience will need time to interpret it. Although you are familiar with the data, the audience will not be. Describe the abscissa, ordinate, units, and the legend of each curve.
- If the shape of a curve (or some other feature) is important, tell the audience what they should be looking for in order to grasp the point. They simply will not have time to figure it out for themselves.
- Put no more than 12 lines of text, or 4 curves on any one page.
- Avoid lengthy tabulations of numerical data, if possible, and limit equations to those for which terms can be properly defined.
- Show no more than 1 page per minute of speaking time.
- Make letters big enough. Letters should be at least 6mm high on an overhead slide.
- Keep the material on viewgraphs within the illuminated area provided for most overhead projectors, normally 18 X 23 cm.