



## ORAL PRESENTER GUIDELINES

### Quality of the Technical Program

The quality of the technical program in any meeting is largely in the hands of the authors and presenters. The following suggestions will help you prepare and make the best possible use of the time allotted for your presentation.

It is usually not possible to cover all paper material during your presentation. Therefore, each presenter should concentrate on the highlights. Experience indicates that 10 slides require about 15 minutes of presentation time for the average unhurried speaker. It is important—particularly for presenters whose primary language is not English—to time yourself in a trial run of your presentation and adjust the presentation to ensure timely completion.

### Format

- We do not require that presenters follow a template.
- Your presentation must be in PowerPoint. Format slides for widescreen 16:9 aspect ratio.
- **If your presentation is created on Keynote (Mac/Apple), you must convert it to PowerPoint.Mac**
- **Users working in PowerPoint must come to the Speaker Ready Room at least 24 hours prior to their talk to ensure that the presentation is properly formatted.**
- You will lose your audience's interest if they cannot read your slides: ensure your **font size is at least 18 CPI**.
- Do not make slides too "wordy".
- We suggest avoiding videos and / or animations in your PowerPoint presentations. If these are necessary, you are required to test your presentation in the Presenter Preview room (see location on schedule) well before your session.
- If using a video file, this should be embedded in your PowerPoint file and tested in the Speaker Ready Room at least 24 hours before your session.
- Consider colour carefully. For example, yellow text on a red background is difficult for viewers.
- Presentations (unless otherwise specified) must be **15 minutes MAXIMUM, plus 5 minutes** for the speaker introduction and questions from the audience. **Total time is 20 minutes** (unless advised by your Chair).
- **You must bring your presentation on USB for upload to your presenting room 20 minutes before session start.**

### Biographical Profile of Presenter

- **Session chairs will introduce each presenter. Hence you must either bring a paper copy of your biography (max 200 words) to your presenting room 20 minutes before session start or include a brief biography in bulleted form on the first slide of the presentation.**

### Audio-Visual Equipment

Each room will be equipped with:

- Podium, microphone, laser pointer, wireless remote to advance slides
- Laptops will be installed on the table next to the podium. **No laptop hookups are permitted.**
- Laptops specs: Windows 10, PowerPoint (latest version), Adobe Acrobat Reader (latest version)
- Screen that **projects widescreen 16:9 images**
- **Internet access is NOT available on the presentation computers. Therefore, you WILL NOT be able to access websites such as youtube, vimeo, dropbox, or prezi during your presentation.**