Oral Presentation Guidelines

1. The Session Chairs will have your name and affiliation to use for your introduction. Please assist the Session Chairs with the correct pronunciation of your name. If you want to review or add any information, please meet with the Session Chairs prior to your session.

2. You are REQUIRED to be present at the times listed below in your session room to meet with the Session Chairs and the Audio Visual Technician to connect your laptop and answer any questions that you or they may have. Please refer to the program for session room assignments. All computers MUST be connected BEFORE the session, during these designated times. You will find them near the stage.

Monday, June 22	Tuesday, June 23	Wednesday, June 24	Thursday, June 25
Sessions M4 15:40 - 16:00	Sessions T1 07:40 - 08:00	Sessions W1 08:10 - 08:30	Sessions Th1 08:40 - 09:00
	Sessions T2 10:25 - 10:45	Sessions W3 13:40 - 14:00	Sessions Th2 10:40 - 11:00
	Sessions T3 13:10 - 13:30		Sessions Th3 13:40 - 14:00
			Sessions Th4 15:25 - 15:4

3. If you want to check your presentation (test run) you will need to come during the following times to your session room.

Monday, June 22	Tuesday, June 23	Wednesday, June 24	Thursday, June 25
15:00 - 15:40	07:00 - 07:40	07:30 - 08:10	08:00 – 08:40
	12:10 - 13:10	12:40 - 13:40	12:40 - 13:40

Tests will not be done 20 minutes prior to the beginning of a session. This time is dedicated for connecting computers to the switcher ONLY.

4. You are required to bring your presentation on your own laptop computer. In addition to bringing your own computer, please bring your presentation on a USB flash memory stick. We recommend that you have the back-up in its original file format as well as Acrobat (i.e. pdf), which ensures the highest likelihood of compatibility with another system if needed. This will be used as a back-up in case your own computer has a problem. The complexities of software compatibility are such that the Conference is unable to guarantee that your presentation will be delivered correctly if you elect not to bring your own computer, especially if your presentation uses features such as embedded animations, video clips and sound.

5. IMPORTANT - ALL laptops MUST have the sleep mode turned OFF prior to connecting to the switcher. This will save time at the podium.

6. The native resolution for projectors is SXGA 1024 x 768 and the Aspect Ratio is 4:3. Please set your computer resolution to this. Note that it may not look good on your laptop screen but it will fill the actual screen in the meeting room.

7. The standard connection for laptops is a VGA connection. If you do not have a VGA connection on your computer please be sure to bring an adapter.

   For MAC users please make sure you are familiar with your settings to send the signal to the LCD projector (i.e. mirror image). If you are not, please make sure that you meet with the AV tech prior to the 30-minute set-up period. Also be sure to bring your dongle for connecting to a VGA cable for the projector.

   Reminder - For those that live outside the country, please remember to bring your own power adapter. The Conference will **NOT** have any available.

8. A laser pointer and a lavalier microphone will be provided.

9. It is critical that talks are kept on time. Please remember to strictly observe and not exceed your allotted time of 12 minutes for presentation and 3 minutes for questions. Invited speakers have 25 minutes for presentation and 5 minutes for questions.

   A timing light will assist in keeping the program on schedule. The AV technician will be responsible for programming and resetting the light.

10. Your Session Chairs will make sure that your presentation time is STRICTLY observed. Attendees highly value the chance for Q&A after a presentation, and so we ask that you ensure your presentation fits within the allotted time. We provide the following suggestions to help keep your talk on time.

    a. The Session Chair will read the title of your talk and introduce you. We would discourage you from lengthy repeating of the title, or reading the list of authors

    b. You should avoid lengthy outline, introduction, acknowledgement and conclusion slides.

    c. Remember that it will take a little time to set up your AV and introduce your talk. You should account for this time in your presentation.

11. Please REPEAT all questions after they are asked. Often the audience does not understand or hear the question and it is extremely useful for the question to be repeated.

12. In case you foresee having potential problems understanding questions from the audience, please do not hesitate to ask a senior person in your team to assist you in answering questions. The audience will greatly appreciate any such actions from the author team to ensure a good scientific communication.

PowerPoint Presentation Guidelines

1. In order to maximize the visibility of your presentation, we recommend that you use color carefully.

2. Backgrounds should be white or light in color.

3. Color may be used in schematics, graphs, illustrations and photographs when it adds to the clarity of the presentation.

4. Not all colors are equally visible when projected. Bright red, blue, green and orange are easiest to see. Avoid yellows and light or pastel colors that are not easily seen on a clear background, except possibly as a local background in a boxed area.

5. Use extra-wide line widths for color lines. Use a minimum line width of 1-point for lines in drawings

6. Be sure to leave a 10% safety margin on all sides of your slides.

7. Some images (e.g., SEM and fluorescence images) do not project well using standard computer projectors. We encourage you to test these images with a projector before coming to the conference, and when necessary, adjust settings of the original to improve the quality of the projected image.

8. Placing an institutional logo in the border is acceptable, so long as it doesn't consume valuable screen area.

9. The guidelines for font style and sizing in electronic presentations are as follows:

    Text should be in black and Arial or Helvetica font is strongly preferred. These fonts have an equal line width for all parts of all characters and projects clearly. Furthermore, they are available on Microsoft PowerPoint. The "redeeming" feature of fonts like Arial, Helvetica, etc in this context is that they are sans serif fonts, which are better suited for presentation slides than, e.g., Times and other fonts with serifs.

    a. The recommended font sizes are
        • 36 point for titles
        • 30 point for sub-titles
        • 26 point for major bullets
        • 24 point for indented bullets
        • minimum 24 point for text on illustrations, graphs, figures, etc.

    Note: text smaller than 24 point will be IMPOSSIBLE to read from the back of the room.

10. Keep each slide simple. It is better to use a large font and two slides than to use a small font in order to squeeze your message into one slide!

11. View your presentation from 1.5 meters (4.92 feet) away from your laptop or computer screen. If you cannot read the text from that distance, your audience <u>will not</u> be able to read it on a large projection screen.