

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 20 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.

Points to Remember

- We do not require that presenters follow a template. You can use company logos. However, please avoid:
 - excessive use of the company name, brand names, product names, trade names, or trademarks;
 - discussions of corporate capabilities or experiences unless they pertain to specific presented data; and
 - misleading or misrepresenting capabilities of products or processes or making unsubstantiated claims.
- Your presentation must be in PowerPoint. Keynote™ (Mac/Apple) presentations must be converted to PowerPoint.
- Format slides **for widescreen 16:9 aspect ratio**.
- 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".
- To ensure a smooth presentation, we suggest avoiding videos and / or animations in your presentations. If these are necessary, you are required to test your presentation in the Presenter Preview room well before your session. If you include video, please save the video in a separate file on your USB key as well.
- Consider color carefully. For example, yellow text on a red background is difficult for viewers.
- Presentations (unless otherwise specified) must be **25 minutes MAXIMUM**, including 5 minutes for the speaker introduction and questions from the audience. Some invited presentations are 50 minutes.
- **You must bring your presentation on USB for upload to your presenting room 20 minutes before session start.**

Presenter Biography

- **Session chairs will introduce each presenter. Hence bring a hard copy of your biography (max 200 words) to your presenting room 20 minutes before session start.**
- Alternately, include the biography in bulleted form on the first slide of the presentation. The slide should be brief.

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 2013, VLC video player
- Screen that **projects widescreen 16:9 images**