Guidelines for presenting authors

Oral presentations and flash talk guidelines

Observing Your Allotted Time

- The total time allotted to each speaker is **15 minutes for oral presentations and/or 5 minutes for flash talks** (excluding the introduction by the session chair and audience question time).

- There is **NO EXCUSE** for using more than your allotted time. Rehearse your presentation several times; projecting slides. It is a discourtesy to your audience, the Session Chair and the other speakers to exceed your allotted time. The session chairs are instructed to adhere to the schedule for the session. With parallel sessions, this is critical to the overall success of the conference.

Organization of Oral Sessions

- All presentations must be loaded onto the computer in your session room in the break preceding your session.

- The conference will be equipped with a computer video projector and a computer that is connected to the projector for each oral presentation room. Normal audio equipment such as microphones will be provided.

- Please ensure that if you require any IT and A/V resources, which we have not specified here that you inform your relevant committee chair in advance so that a proper arrangement can be explored.

- All of the rooms ICCWS will have a login and password set up for delegates to use to access the computer and AV in all of the lecture rooms. We recommend that all presentations are brought on a USB so they can be plugged directly into our systems. Speakers can bring their own laptops should they wish to. We have adapters in all of the rooms for basic laptops but NOT for Mac books. If require a plug in for your Mac Books please bring your own dongle as we do not have those on campus.

- In addition to the default "pptx" file format, we suggest that you also save a copy of your presentations in the "ppsx" (PowerPoint Show) format (the "ppsx" version may also include some of the special fonts in your presentations). If you have a full version of Adobe Acrobat, we suggest you also save (or print) your presentations into a "pdf" format and thus you will be able to use the Adobe Reader software to present in case of problems.

- Use only standard PowerPoint fonts: Arial, Impact, Tahoma, Trebuchet. **Avoid** Times New Roman or other serif fonts.

- Make the letters on your slides BIG ENOUGH. Minimum font size is **20**.

- The question and answer part of the session lead by the session chair, takes places once the final session speaker has presented their research. Therefore, all presenters should be seated on the stage on the designated table/chairs for the duration of the session.

- Remember to repeat all questions that the audience ask in your Q & A session.

Good Practices

- Show no more than **1 slide** per minute of speaking time. This means approximately **13-15 slides** for oral presentations and **3-5 for flash talks**. It detracts from the quality of the presentation to flash numerous graphs or tables on the screen in rapid sequence in an effort to squeeze a presentation into its allotted time.

- Use black or dark blue text on white or light grey background. Alternatively use white or bright yellow text on black or dark blue background. Avoid red or green text as it does not show well on the projection screen and is problematic for colour-blind attendees. Avoid busy backgrounds and lengthy or animated slide transitions.

- Import pictures and photos in standard formats: .jpg, .gif, or .tif.

- Evaluate the size and clarity of scanned images you import. Your image resolution doesn't need to be higher than your computer screen

- Keep the description of the methodology as brief as possible. A clear message conveyed to the audience is essential to ensure they benefit from your research presentation.

- Avoid lengthy tabulations of numerical data to those for which the terms can be properly defined.

- Your audience needs time to interpret the data that you present. While you are very familiar with the data displayed, the audience is not. Describe the graph, coordinates, units and the legend for each graph.

- In addition to the body of the talk, present an introduction and a summary in conclusion.

- Include only information or data that can be properly explained in the allotted time.

- If a question requires a lengthy reply, suggest that you and the person asking the question meet after the presentation.