



ORAL **Presentation** **Guidelines**



Oral Presentation Guidelines

Instruction for Authors

- The total time allotted to each speaker is 15 minutes. You should plan to speak for 12 minutes and leave 3 minutes for questions.
- Invited speakers have twice this time, 30 minutes in total, and they should plan to speak for about 25 minutes, leaving 5 minutes for questions.
- There is NO EXCUSE for using more than your allotted time. Rehearse your presentation several times; projecting slides and doing anything else you would otherwise expect to do at the meeting. 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 final schedule for the session.
- Presenters and speakers are instructed to use the PPT template for preparing slides.
- Final presentation slides must be submitted via email no later than 72 hrs before the conference.

Good Practices

- Show no more than 1 slide per minute of speaking time. This means approximately 10-12 slides MAXIMUM for the 12 minutes presentation at the symposium. Remember, the last three minutes of the presentation are for questions from the audience. It detracts from the quality of the presentation to flash numerous graphs, equations, or tables on the screen in rapid sequence in an effort to squeeze a presentation into its allotted time.
- We recommend a presentation format of 16:9, however 4:3 is also acceptable.
- Make the letters on your slides BIG ENOUGH. Suggested minimum font is 14.
- Put no more than 12 lines of text or 4 curves on any slide.
- Avoid lengthy tabulations of numerical data and limit equations 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 abscissa, coordinates, units and the legend for each curve.
- When you display a curve, tell the audience what they should be looking for in order to grasp the point you are trying to make. The audience will not have time to figure it out for themselves.
- To avoid any compatibility problems, please do not use special characters (e.g. «, Ö, Ø, ñ, ε, ®, ý, }, {, etc.) to name your presentation or movie files.
- Use repetition in your talk to ensure the facts are understood by the audience.
- 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 in the allotted time.
- Repeat any questions that are posed to you.

