GUIDELINES FOR SPEAKERS

Speakers are encouraged to use electronic format for their presentation. Computer projection equipment will be available including both a computer and a projector so you need only bring a memory/USB stick with your slide presentation unless you require a presentation program other than PowerPoint®. To maximize continuity and minimize disruptions between speakers all presentations for each session should be on ONE computer. Please coordinate this in advance of the conference with your Session Chair. If you have any special needs to facilitate your presentation, communicate as early as possible with the Session Chair.

The Session Chair cannot control the presentation of the speaker. However, Session Chairs and Speakers should follow these guidelines to ensure a professional format throughout the Conference:

Regarding content of presentations, key aspects to consider:

- Identification of goals and purpose.
- Logical progression of material presented.
- Use helpful examples to illustrate key points.
- Provide a conclusion (→ the "take aways" for the audience).

Before the Conference:

- Depending on the preference and timing of your Session Chair, prepare your presentation in advance and provide a copy to your Session Chair. He/She will provide feedback or suggestions for editing.

- Provide a brief biography to the Session Chair prior to the Conference to be used for introductory purposes.

- Note: Conference proceedings are not published. However, each speaker can distribute hand-outs - at his/her discretion.

For the presentation:

- Slides (e.g. PowerPoint®) should be clear, concise and not too "busy." It distracts from the content and the message, if too many "fancy" images appear on a slide. Minimize the use of "special effects" features of PowerPoint® as these tend to distract from your message.

- **Use large fonts and contrasting colors (to ensure that the last row in the meeting room can see the slide well)**

- If you think you will need to apologize for an "eye chart", DON'T USE IT! If it's too small to be read easily, it will be a distraction to your presentation

- Limit the number of slides to be presented. Twenty to thirty minutes of speaking time will not accommodate 40 or 50 slides. **A good rule of thumb is to allow 1-2 minutes per slide.**

- Each slide (text or graph) should address only one concept.

- Images of printed pages (e.g. through scanning into the computer) are not appropriate for presentations to large audiences (unless it is an exception to illustrate a specific point).

- Vendor/engineering firm logos should not be shown on every slide as presentations should not be marketing or sales pitches. Logos can be on the first and last slide in the bottom center or bottom right of the slide.

Important Reminders:

- Use the microphone so the entire audience can hear your presentation. Even if you have a strong voice, we ask that you use the microphone to help with continuity and assure maximum quality of your presentation to the audience.

- Unless time is reserved at the end of your session for Q&A, set aside time for questions from your audience; the Q&A portion is an important aspect of the technical sessions.

- Check equipment and software compatibilities before the technical session starts. **Plan to meet with your Session Chair to review your presentation for software / hardware compatibility, minimum font size, contrasting colors, etc. with the onsite Audio Visual team in advance of your session.**

- During your presentation discuss the slide on the screen; if there is nothing to be said about a slide, omit it; also refrain from reading the text verbatim.

- **TIMING: Adhere to the pre-arranged time limit for your presentation. Confirm timing signals with your Session Chair. Please help us keep the conference on schedule!**