



Guidelines for Oral Presentations

The following guidelines have been drawn up as a result of experience gained during many previous conferences. The conference organisers hope that this will help presenters to prepare their oral presentation.

Please note the following information regarding the ISPIC 2008 Technical Sessions:

- **NO** commercial activities or any advertising may be included in the presentation
- While delivering their presentation at an ISPIC 2008 Technical Session presenters are requested **NOT** to just read out the text of their written paper which will appear in the Conference Proceedings
- Ideally, the text of a presentation prepared for oral delivery differs substantially from the published version and will be supported by a number of slides in order to catch the attention of the audience. The resulting well-organized presentation will be easily understood and listened to by the audience
- At all ISPIC 2008 Technical Sessions the only available means of technical aid for visual presentations will be a LCD data projector connected to an IBM-compatible computer provided by the conference organisers. A laser pointer and a microphone will be provided.
- The computer used at all Technical Sessions will have the following minimum software configuration:
 - Microsoft Windows XP Professional
 - Microsoft PowerPoint 2003 (only standard font types and no Add-Ins)
 - Microsoft Media Player 9.0
- Presenters have to ensure that their visual presentation does not demand any software tools other than the software products detailed above
- All presenters of oral presentations at any ISPIC 2008 Technical Session are required to submit their PowerPoint presentation to the conference organisers by **10 May 2008** latest for preloading onto the conference computer. It is recommended to submit the presentation well in advance of the meeting to allow for modifications should the presentation not be compatible with the computer used in the technical conference sessions.
- All presenters are requested to bring their presentation as a backup on CD-ROM or USB flash memory stick to the conference
- If a presenter wishes to check his/her presentation (test run) he/she will need to see a member of the ISPIC 2008 conference secretariat either in the morning (08:00 - 08:30) or during the lunch break prior to his/her session. Tests will not be done 30 minutes prior to a session.
- The date and time of all oral presentations will be published in the "ISPIC 2008 Final Announcement & Call for Participation", which will be published by the end of February 2008
- Presenters are requested to be present in the conference hall and to see their session chairs 20 minutes before the start of their allotted technical session
- The allotted time of 20 minutes for presentation and 10 minutes for questions/discussion should **NOT** be exceeded at any time.
- The session chairs will make sure that the total time available for each presentation is **STRICTLY** observed. The 10 minutes for questions/discussion are **NOT** to be used for continuing the presentation. If after 10 minutes of question/discussion time the audience has additional questions they will be asked to discuss this with the presenter after the session.
- All questions asked by the audience should be **REPEATED** by the presenter after they have been asked. Often the audience does not understand or hear the question therefore it is extremely useful if questions are repeated.



When preparing a PowerPoint presentation for an ISPIC 2008 Technical Session the following points should be taken into consideration:

- Slides should support and supplement, not simply duplicate, what is said by the presenter
- All presentation slides **MUST** be in horizontal (landscape) format
- In order to maximize the visibility of a presentation, it is recommended to use colour carefully
 - Backgrounds should be white or light in colour
 - Text should be in black or in dark colour
 - Colour may be used in schematics, graphs, illustrations and photographs when it adds to the clarity of the presentation
 - Not all colours are equally visible when projected. Bright red, blue, green and orange are easiest to see. Yellows and light or pastel colours should be avoided as they are not easily seen on a clear background
- A consistent background should be used for each slide. Consistency from one slide to the next is very important to the overall impact of a presentation
- It is strongly recommended to use Arial text font, since Arial font has an equal line width for all parts of all characters and projects clearly. Furthermore, it is available on Microsoft PowerPoint
- 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 20 point for text on illustrations, graphs, figures, etc.
- All capital letters should be used for acronyms only. Text presented in all caps is difficult to read. The first letter of header or phrase should be capitalized
- The number of words and lines should be limited to a maximum of 6 words in each line and 6 lines in height
- Each slide should cover one or two points. The slides should be cleared of data not pertinent to the presentation. Data should be arranged to fill the projection field. The content of a slide should be kept simple, clear and readily understandable. For clarification of a complex item a series of slides should be used to explain the idea step by step. A series of such slides should also be used in summarizing the presentation and adds to the impact of the conclusion.
- Each slide should be kept simple. It is better to use a large font and two slides than to use a small font in order to squeeze a message into one slide
- Excessive technical details and extensive literature citations should be avoided. The presentation should explain the work in simple, general terms wherever possible
- The use of abbreviations and of too many numbers and statistics should be avoided
- Text slides are appropriate for introducing the objectives of a study, definitions or quotations and the summary
- Statistics should only be included when relevant. The same design and labelling in all related charts or diagrams should be used. The uniformity in layout helps the audience to reach rapid orientation and understanding.
- Tables and figures designed for publication are typically unsuitable for projection. Details are often too many and too complicated to be recognized by an audience in the limited length of time a slide is shown. Parts of the lettering and drawing often become illegible when projected. Data should be prepared specifically for slide projection
- Graphics and/or photographs should only be used to emphasize and/or illustrate a point or convey an idea. It should be avoided to use graphics simply to fill up space
- The total number of slides in a presentation should **NOT** exceed 30 slides



- In general, the presentation should explain:
 - The purpose of the work
 - A brief review of the methods of investigations used
 - The results obtained
 - The conclusions drawn
 - Suggestions as to further work
- The presentation should **NOT** report:
 - Historical information unless absolutely necessary
 - Literature references
 - Previous work
 - Details of experimental procedures
 - Intermediate results
 - Details of negative findings unless they are absolutely essential to the argument

When delivering an oral presentation at one of the ISPIC 2008 Technical Sessions the following recommendations may be followed:

- The paper should be presented and not being read out
- If presenters are comfortable with delivering a presentation without referring to a written text, they are encouraged to do so in the interest of a livelier presentation
- Presenters should speak slowly - a general rule is to allow a maximum of 80 words per minute, including the time required to display the slides
- The audience should have sufficient time to read the text on the slides
- A slide should not be left on the screen after it has been referred to it. This can be avoided by inserting blank slides between slides where appropriate