



## Oral Presentation Guidelines

1. The session chair will have your speaker information to use for your introduction. Please assist the session chair with the correct pronunciation of your name. If you want to review or add any information, please see the session chair in charge of your session.
2. You are required to bring your presentation on your own computer. In addition to bringing your own computer laptop, please bring your presentation on a USB flash stick. This will be used as a back-up in case your own computer has a problem. The complexities of software compatibility are such that we are unable to guarantee that your presentation will be delivered correctly if you elect not to bring your own computer, especially if your presentation uses features such as embedded animations or video clips.
3. Please be present at your session 15-20 minutes before the start of your session to meet with the Audio Visual Technician and session chairs to connect your laptop and answer any questions that you or they may have. You will find them in each session room near the stage.
4. If you want to check your presentation (test run) you will need to come early in the morning (07:15 - 07:45). Tests will NOT be done 30 minutes prior to the beginning of a session. This time is only for connecting computers to the switcher only.
5. IMPORTANT - ALL laptops MUST have the sleep mode turned OFF prior to connecting to the switcher. This will save time at the podium.
6. For MAC users please make sure you are familiar with your settings to send the signal to the LCD projector (i.e. mirror image). If you are not, please make sure that you see the AV tech prior to the 30-minute set-up period.
7. Please make sure to bring a power adapter for your computer. The facility will NOT have them available.
8. Please remember to strictly observe and not exceed your allotted time of 15 minutes for presentation and 5 minutes for questions.
  - A timing light will assist in keeping the program on schedule. The AV technician will be responsible for programming and resetting the light.
  - A laser pointer and a microphone will be at the podium.
9. With two parallel sessions, it is critical that talks are kept on time. Therefore, your session chairs will make sure that your presentation time is STRICTLY observed. Attendees of the Workshop highly value the chance for Q&A after a presentation, and so we ask that you ensure your presentation fits within the allotted time. We provide the following suggestions to help keep your talk on time.
  - a. Remember that it will take a little time to set up your AV and introduce your talk. You should account for this time in your presentation.
  - b. The session chair will read the title of your talk and introduce you so there is not a need for you to repeat the title, or reading the list of authors. This will give more you time for your actual presentation.
  - c. You should avoid lengthy outline, introduction, acknowledgement and/or conclusion slides.
10. Please REPEAT all questions after they are asked. Often the audience does not understand or hear the question and it is extremely useful for the question to be repeated. If the answer to a question is likely to be long, you may elect to provide a brief answer, but offer to meet the questioner at the end of the session for further discussion.

# When Creating Your Presentation

View it 4 feet away from your laptop  
or computer screen

As a General Rule:

If you cannot read the text from that distance, your audience **WILL NOT** be able to read it on a large projection screen.

*Example of bad text position*

# Be Sure To Leave a Safety Zone

Projectors often “over shoot” the screens

Leave a 10% safety margin when using text



*Example of bad text position*

*Example of bad text position*

*Example of bad text position*

10% safety margin



8 Point Arial Font

10 Point Arial Font

12 Point Arial Font

14 Point Arial Font

16 Point Arial Font

18 Point Arial Font

20 Point Arial Font

24 Point Arial Font

28 Point Arial Font

32 Point Arial Font

36 Point Arial Font

40 Point Arial Font

44 Point Arial Font

48 Point Arial Font

## Font Sizes

Font sizes above 18 point are  
Generally acceptable

# Font and Background Colors

Yellow shows up well on blue and black backgrounds

White shows up well on blue and black backgrounds

Black text on blue background **doesn't show up well**

**Blue text on black background** doesn't show up well

Red does NOT show up well on blue and black backgrounds

Magenta does NOT show up well on blue and black backgrounds

# On Your Presentation Day

The native resolution for projectors is typically 1024 x 768

Set your computer resolution to this.

(yes, we know it doesn't look as good as it usually does on your laptop screen but it will fill the screen)

Bring your computer's power cord

Turn off all screen savers and Power Save Mode

If you are a Mac user, bring your VGA dongle

(this is used to connect to the projector VGA cable)

Show up **15-20 MINUTES BEFORE** your session starts and talk to the AV technician about your requirements

Back up your presentation on a flash drive