

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 CD-ROM or USB flash memory 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.

PowerPoint Presentation Guidelines

SLIDE PRESENTATION.....

In order to maximize the visibility of your presentation, we recommend that you use color carefully.

1. Backgrounds should be white or light in color.
2. Text should be in black and should be in Arial or a similar font.
3. Color 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. Avoid yellows and light or pastel colours that are not easily seen on a clear background, except possibly as a local background in a boxed area.
 - Use extra-wide line widths for color lines. Use a minimum line width of 2-point for lines in drawings
4. Placing a corporate logo in the border is acceptable, so long as it doesn't consume valuable screen area.

FONT STYLE AND SIZING.....

1. Arial font is strongly preferred. Arial font has an equal line width for all parts of all characters and projects clearly. Furthermore, it is available on Microsoft PowerPoint. If you do not have the Arial font, then possibly choose a simple font, such as Helvetica.
1. 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.

Note: text smaller than 24 point will be difficult to read from the back of the room.

2. Keep each slide simple. It is better to use a large font and two slides than to use a small font in order to squeeze your message into one slide!