# PODIUM PRESENTATION GUIDELINES

1.  Please download and review the program and make sure you identify the date and time of your presentation.

2.  You are expected to bring your presentation on your own computer.  In addition to bringing your own laptop computer, please bring a back-up of your presentation on a USB flash memory stick. We recommend that you have the back-up in its original file format as well as Acrobat (i.e. pdf), which ensures the highest likelihood of compatibility with another system if needed.  This will be used as a back-up in case your own computer has a problem. The complexities of software compatibility are such that the Workshop is 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, video clips and sound.

3.  You are REQUIRED to be present at the times listed below, to meet with the Session Chair and the Audio Visual Technician to connect your laptop and answer any questions that you or they may have. All computers MUST be connected during these times – NOT AFTER.  You will find them near the stage.

| Monday, June 6 | | Tuesday, June 7 | | Wednesday, June 8 | | Thursday, June 9 | |
|---|---|---|---|---|---|---|---|
| Session 1 | 7:15 - 7:30 | Session 3 | 7:45 - 8:00 | Session 6 | 7:45 - 8:00 | Session 8 | 7:50 - 8:00 |
| Session 2 | 10:10 - 10:25 | Session 4 | 10:30 - 10:45 | Session 7 | 10:10 - 10:25 | Session 9 | 10:10 - 10:25 |
| | | Session 5 | 10:30 - 10:45 | | | | |

4.  For those presenters wanting to check their presentation (test run) you will need to come either in the morning (6:45 a.m. - 7:15 a.m. Monday & Thursday; 7:15 a.m. - 7:45 a.m. Tuesday & Wednesday) or during the lunch break prior to your session.  Tests will not be done 30 minutes prior to the beginning of a session.  This time is only for connecting computers to the switcher.

    a.  The native resolution for projectors is SXGA 1024 x 768 and the Aspect Ratio is 4:3.  Please set your computer resolution to this.  Note that it may not look good on your laptop screen but it will fill the actual screen in the meeting room.

    b.  The standard connection for laptops is a VGA connection.  If you do not have a VGA connection on your computer please be sure to bring an adapter.

    c.  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.

    d.  IMPORTANT - ALL laptops MUST have the sleep mode turned OFF prior to connecting to the switcher.  This will save time at the podium.

    e.  A laser pointer and a lavaliere microphone will be provided.

5.  The session chair will have your speaker data information to use for introductions.  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.

6.  Please remember to strictly observe and not exceed allotted time.  The session chairs will make sure that your total time is STRICTLY observed.  The 5 minutes for questions are not to be used for presentations. If the audience has additional questions they will be asked to discuss this with presenters after the session.

    Podium          15 minutes for presentation and 5 minutes for questions
    Late News       10 minutes for presentation and 5 minutes for questions

# PowerPoint Presentation Guidelines

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

2. Backgrounds should be white or light in color.

3. Color may be used in schematics, graphs, illustrations and photographs when it adds to the clarity of the presentation.

4. Not all colors are equally visible when projected. Bright red, blue, green and orange are easiest to see. Avoid yellows and light or pastel colors that are not easily seen on a clear background, except possibly as a local background in a boxed area.

5. Use extra-wide line widths for color lines. Use a minimum line width of 1-point for lines in drawings

6. Be sure to leave a 10% safety margin on all sides of your slides.

7. Some images (e.g., SEM and fluorescence images) do not project well using standard computer projectors. We encourage you to test these images with a projector before coming to the conference, and when necessary, adjust settings of the original to improve the quality of the projected image.

8. Placing an institutional logo in the border is acceptable, so long as it doesn't consume valuable screen area.

9. The guidelines for font style and sizing in electronic presentations are as follows:

   Text should be in black and Arial or Helvetica font is strongly preferred. These fonts have an equal line width for all parts of all characters and projects clearly. Furthermore, they are available on Microsoft PowerPoint.   The "redeeming" feature of fonts like Arial, Helvetica, etc in this context is that they are sans serif fonts, which are better suited for presentation slides than, e.g., Times and other fonts with serifs.

   a. 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 24 point for text on illustrations, graphs, figures, etc.

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

10. 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!

11. View your presentation from 5 feet away from your laptop or computer screen.  If you cannot read the text from that distance, your audience will not be able to read it on a large projection screen.