



# Guide to Prepare Presentation

We would like to congratulate you on being selected to present a paper and thank you very much for your contribution. This guide will help you towards a presentation that will deliver your message effectively. Your cooperation in adhering to the guidelines provided in this document will help produce an informative and trouble-free technical presentation.

## **1. Preparing for Poster Presentation**

Poster size: width 90cm and height 120cm (please follow the announcement from the conference committee for any update or changes in size). One poster or multiple posters to fit within this area can be fine. You should hang your poster based on the program time table and stand in front of the poster at the allocated time of the conference program to introduce your research to others. The interaction time is about 15 mins or the allotted time that is provided in the conference program. Remove your poster at the time according to the program.

## **2. Preparing for Oral Presentation**

Good visuals can amplify and clarify a message, stimulate interest and often help the speaker keep on track. However, visual aids should be for the benefit of the audience, not the speaker. It is annoying not to be able to read or comprehend a speaker's visual aids.

The minimum character size for Power Point slides is 24-point for labeling done entirely in capital letters and 36-point for labeling done in capital and lowercase letters.

Do not use too many slides for the allotted time; there should be no more than one or two per minute. Do not show more information on one slide than can be assimilated in 30 seconds. Captions and details need not be shown; eliminate extraneous information.

Presenters may NOT place company logos on every page of their PowerPoint presentation unless necessary to help in understanding a slide. Company logos may appear on the opening and closing slides only.

## **3. Timing**

Each speaker is allotted 10-12 minutes (keynote speakers 30mins) for the presentation, but occasionally speakers either forget or ignore the time (please follow the announcement from the conference committee for any update or changes in presentation time). Put yourself in the place of the audience or another speaker on the program and imagine how it would be if someone monopolized the time.



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It is suggested that you practice your talk beforehand, keeping track of elapsed time on the provided timer and recognizing that actual presentations unusually take longer than rehearsals. If it is too long, cut the presentation (not necessarily the paper) to fit the time allotted.

It is strongly suggested that ONE or at most, two speakers present each paper. ALL speakers who arrived early should register for the Conference on first day in order to avoid congestion on 2<sup>nd</sup> day morning and to start the program timely.

The session chair will tell you when to start, but most likely will be reluctant to tell you when to stop. Help the presiding officer, yourself and your audience by not exceeding your allotted speaking time.

## **4. Audio/Video Elements in Computer-Based Presentations**

Any audio or video files that will be incorporated into the presentation must be included when submitting the PowerPoint presentation file. Please begin all file names with paper ID number followed by your last name and first initial. Please include the first few words the title or slide number if it is a video file.

## **5. Equipment and Presentation Tips**

A laptop computer, audio line, laser pointer and LCD projector with screen will be provided. The primary contributors to an effective technical presentation are (a) technical content, (b) visual aids, (c) facilities and (d) skills of the speaker. The tips given below should be helpful to speakers in improving their presentations.

Remember that the presentations can differ from the proceedings paper and that the presentation gives the author an opportunity to discuss and emphasize highlights of the work, which may not be possible to do in the proceedings version.

## **6. Check In**

Please check in with your session moderator 30 minutes before the beginning of the session and hand over your short CV to your session chair to introduce you properly.

## **7. Visual Aids**

Visual aids should be used to complement the spoken word. They should be very concise, hitting key points. Bullet points are preferable to complete sentences.



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A maximum of one or two visuals should be used per minute of presentation. Do not use all-text visuals that are nothing more than cues or notes and convey no additional information to the audience.

## **8. Giving Your Speech**

Prepare your speech for delivery by having the manuscript printed in a large type, easy-to-read script format. Practice your delivery, not just your speech. Stand straight at the lectern and look at the audience before you speak. Concentrate on your delivery. Speak clearly and at a pace somewhat slower than normal conversation. Avoid a monotone. Can you be heard throughout the room? Are you facing your audience and the microphone, instead of looking at the visual aids?

Time your delivery, particularly if you have been assigned a specific time limit. Most people speak in public at about 150 words per minute. In addition, you should allow at least 30 seconds per slide.

Good eye contact with your audience will do more to help your delivery than anything else. Use your natural body language, including gestures, to deliver your message. When you've spoken the last word of your speech, hold your position and look directly at the audience for a few more seconds. Allow your ending to sink in.

Nervousness is natural and you should make it work for you by directing this extra energy into eye contact, strong body language and vocal enthusiasm.

## **9. Dress Code for Presenters**

Presenters should dress appropriately for their presentations. At a minimum, presenters should adhere to business casual attire. Professional dress is encouraged. Treat your voice and body well on the day prior to your speech.