



Oral Presentation Instructions for the RADECS 2010 Conference

The intention of this document is to support you in preparing your oral presentation for the RADECS 2010 conference. Three points are important to consider:

- 1) Plan your visual presentation for a clearly projection to show the main items to the audience. The audience will appreciate the results of your research only if your presentation is well planned and the presentation material is visible and readable.
- 2) You have to plan your talk for **12 minutes**. The audience will need at least **one minute** to absorb each technical slide.
- 3) Consider that the audience will only remember one or two items from your talk.

If you succeed in making and supporting these three important points, the conference participants will read the details in the Conference Proceedings.

Presentation Software & Hardware

- The conference will use Microsoft PowerPoint Office 2007 (SP2) on PC.
- You will not be allowed to use your own laptop for the presentation. No exceptions!
- All presentations will be transferred to a conference computer via USB or CD. To avoid questions of PowerPoint compatibility, please include on your disk all font and symbol sets you are using (the fonts can be revealed using (File/Properties/Contents). You are required to use horizontal (landscape) slide format only.
- *Macintosh users:* please convert your file to PC format before you leave for the conference. Be aware that Mac-to-PC conversions can lead to unexpected results, especially with fonts, certain formats of embedded graphics, and special characters (ASCII characters 128 to 255). There is no support for Mac-to-PC conversions at the conference.

Hard-Copy of your presentation

As a backup, you are required to have a hard copy of your presentation on paper (not transparency) with you. Any problems that arise are at your responsibility. In worst case we will scan your paper hard-copy to give your presentation.

Requirements at the Conference

- All oral presenters are required to meet with the conference AV specialist the day before their presentation. The exact room (preview room) location will be announced at the conference and can be obtained from the registration desk, the RADECS 2010 website and the RADECS 2010 Conference Booklet.
- The conference AV specialist requires this schedule to allow adequate time for presentation conversion or scanning. Under no circumstances will you be able to edit or modify your presentation once your file has been put onto the master session disk. Please be courteous to the AV specialists; they have volunteered their time to help you, not to do your work for you.
- You must also meet with your session chair prior to the session!

Summary

- You are **REQUIRED** to send your presentation (max.14MB) to radecs2010@ait.ac.at **before 18 September 2010**
- You are **REQUIRED** to bring your presentation as a PowerPoint file.
- You are **REQUIRED** to bring a PAPER hard copy as backup.
- You are **REQUIRED** to meet with Conference AV specialist, and your Session Chair, prior to your session.



HELPFUL SUGGESTIONS FOR PRESENTATION PREPARATION

Slide Preparations

Preparation of slides for an oral presentation to a large audience requires careful planning. Usually not less than 30 seconds or more than 2 minutes should be spent on any slide. If a slide takes more than 2 minutes to discuss, then it should be divided into two or more slides. In general you should have a minimum of 10 slides and a maximum of 18. Too many slides make it likely that you will reach the end of your allotted presentation time before you have presented all the slides.

Based on previous conference experience, we recommend that you use the Arial font set with a minimum size of 16-point (24-point preferred) using bold with no italics. This includes the fonts in graphs, pictures or figures. In these cases, also avoid excessive detail that will be lost when viewing in a large room. Also, when you preview your presentation on your computer, if you can't see lines or other fine detail on your monitor, it won't project at the conference either. You are required to use horizontal (landscape) slide format because of the aspect ratio of the projection screen. Some other helpful hints regarding slide preparation:

- a.) Use no more than 10 lines per word slide, otherwise information may be lost. Note that the bottom of your slides may not be viewable by the entire audience.
- b.) Low contrast slides with dark backgrounds are difficult to see in a large auditorium. "High contrast" is the important term to remember. A red laser pointer will be available for use during your presentation. Keep this in mind for your choice of background colors to avoid limited indicator visibility. If you intend to use our laser pointer, dark backgrounds work best (i.e., white letters on dark blue background). Otherwise, black letters on a white background work very well, particularly if we need to scan the presentation from a paper copy.
- c.) Special attention should be paid to line widths and colors in embedded graphs and figures for legibility in projection. Ones that look fine on paper may not be suitable for viewing via projection. Note also that these graphs or figures must be embedded in the presentation and not linked to files elsewhere.
- d.) Number all slides - if there is a need to go back to a previous slide, it is much easier to reference.

At the Conference

All oral presenters will be supported by using remote control or a mouse. As in previous years, you will need to be very careful with the use of animation. There may be a delay from when you push the button and when the next feature or slide appears, and multiple pushes may advance your presentation too far. Also, because of potential problems, pre-timed presentations will not be allowed. Please limit your file size to less than 14 Mbytes to minimize problems with sending by email, storage and access speed that can result in a distorted or incomplete presentation.

You will have 12 minutes for your presentation. The remaining 3 minutes is reserved for audience questions and your answers. Careful planning of your talk is therefore essential. Organize your thoughts and visual materials into a logical sequence. Start with an overview explaining why the topic is significant and how the talk is organized. This may not require a separate outline slide, but the information should be clear to the audience. Do not try to cover all of the details of your paper in your presentation, but emphasize three or four main points that you want to leave with the audience and develop the body of your talk around these. Briefly tell the audience what you set out to do, your approach, and illustrate a few of the more significant results, defending them and placing them in context. Please do not read your presentation from prepared text. Develop a detailed outline and rehearse your talk with colleagues so you can complete it easily within 12 minutes. Feedback from these run-throughs can be extremely valuable and provide a realistic practice environment.

Session chairs will hold presentations strictly to the allotted time. As a courtesy to other speakers and the audience, please plan and deliver your talk within the 12 minutes allotted to avoid ending your talk prematurely. There will be a speaker timing system in use that will aid your presentation pace. Your session chair will discuss this with you prior to your session.



To save time, and because titles and author lists frequently change between submission and presentation, your session chair will identify you as presenter only. During your presentation, a separate screen will show your title and author list as originally received. If you have made changes to the title, author list or affiliations, please be sure your title slide reflects these changes. To save time, only note changes. If there are no changes, it is not necessary to read the title and author list. Please note that you are responsible for getting the necessary permission and clearances for your presentation from your sponsoring organizations before the RADECS 2010 conference.

Previews

A preview computer system, identical in software and hardware to the one used for projecting your presentation, will be available in a presentation preview room. This room will be open from 8:00 to 17:00 every day. You can use this room at any time before your session. Our AV specialist will be available at specified times to assist you with your presentation. For security, this room will be locked when not in use. Since this facility will be shared between 50 presenters, its use is limited and it will not be available for last-minute editing of your presentation. Bring your own laptop if you expect to change your presentation at the conference.