Presenter Kits
Lecture Presentations
Preparing your slides
Contents:

- Presentation time is critical; each paper is allocated 15 minutes for lecture sessions, Session Chair introductions, and questions and answers.
- You should prepare a reasonable number of slides, so as not to exceed the 15 minute time allocation. Typically, 1 slide is presented in 1-2 minutes. A reasonable strategy is to allocate about 2 minutes per slide when there are equations or important key points to make, and 1 minute per slide when the content is less complex. Additional backup slides could be prepared to support anticipated responses to attendees' questions.
- Slides attract and hold attention, and reinforce what you say – provided you keep them simple and easy to read.
- Your presentation should be clearly structured. Begin with a title slide. The index slide should then outline the presentation. The basic problem should be clearly stated, as well as the application area. Background and previous work should be summarized to provide a prospective for the presented results. The proposed approach should be clearly stated. The application of the approach to the problem should be described, by pointing out the main features and characteristics, the problems and the solutions. The results should be clearly outlined and evaluated. Appropriate comparison with previous results should be presented. Conclusions should summarize the work performed and point out the main innovation and results. Future work and developments could also be articulated, if time permits.
- Each slide should not be crowded by text and graphics. Too much text should be avoided. Do not repeat what you plan to say during the presentation word-for-word as text on the side. Slides should be illustrating, not repeating, your presentation. Their purpose is to add interest and emphasis, not to compete with what you are saying. Graphics help in communications, are more understandable, and point out the basic ideas.
- Use only essential information which supports your statements; for example, do not project all the statistics you are using. Pick only the key ones.
- Keep it simple. It is easier for the audience if you use three simple slides than a single complex one.
- Use duplicates if you need to refer to the same slide at different times instead of going back to the slide.
- Use bulleted phrases.
- Be consistent in grammatical construction of lists; for example, use all verbs or use all noun phrases.
- Proofread very carefully. Try to have someone else proof in addition to yourself. It is hard to overlook errors when they are magnified in front of an audience. Remember, even a small error can undermine the credibility of your entire presentation.

Format:
- Make sure that your slides are using standard size aspect ratio.
- Avoid using more than six or seven words (30–40 characters) per line, six or seven lines per visual. Make sure type is well spaced and not crowded.

- Consider audience size. Visuals must be prepared properly so that they are clear to even those at the back of a large room.
- Fonts should be clear and easy to read. Use a sans-serif font (such as "cmss" in the Computer Modern family or the "Helvetica" PostScript font) to make the text easier to read from a distance. Decorative fonts are not recommended. Use only one typeface per visual. Add variety by using different sizes and bolding title lines.
- Use at least 36 point type for titles and at least 18 point type for the text (including that on graphs).
- Colored fonts should have a dark background (dark blue is best) with primary titles in either yellow or white and secondary titles in the remaining color. Details should be shown in clear bright, light contrasting colors. Use no more than three colors per slide.
- Avoid using shades of the background color for titles or details.
- Use bullets at beginning of lines to separate ideas.
- Leave space, at least the height of a capital letter, between lines of text.
- Graphs and charts should have clear lines and symbols that contrast sharply with the background.
- **The formats acceptable for presentation slides are either Microsoft PowerPoint or Adobe PDF.**
- **Make sure that you embed all the fonts in your presentation**
- **As the conference rooms will be equipped with a Windows platform, make sure your presentation does not run into a problem on a Windows platform, if you are a Mac or Linux user.**
- **If you will be playing video or animated media, make sure it runs on Windows Media Player.**
- Test your presentation ahead of time. Make sure it is easy to read from an appropriate distance, and that everything is in the proper order.
- Make sure that you bring with you to the conference a copy of your presentation on a **USB**

Presenting your slides
- All conference rooms will be equipped with a computer and a projector. There will be no other equipment. Each computer will have a recent version of the Windows OS installed, as well as Microsoft PowerPoint, Acrobat PDF Reader, and Windows Media Player software. The computer will have a USB port but WILL NOT have a CD-ROM drive.
- Please arrive at the conference room where your presentation is scheduled at least 10 minutes before your session begins and report to the Session Chair(s). If the room is being used by another session then your Session Chair will meet you near the outside of the room door. If the room is not being used, this will give you a chance to test any presentation equipment you will be using.
- Be prepared to begin your presentation as soon as the prior presenter has finished; it is important to keep on schedule. More detailed discussions can continue during the breaks.
- Do not read directly from the slide during your presentation.

- You shouldn't need to prepare a written speech, although it is often a good idea to prepare the opening and closing sentences in advance.
- It is very important that you rehearse your presentation in front of an audience before you give your presentation at the conference.
- Substitute presenters must be sufficiently familiar with the material being presented to answer detailed questions from the audience.