

ORAL PRESENTATION GUIDELINES

1. Each oral presenter has a 20 minutes time slot: 15 minutes for presentation and 5 minutes for questions. Please remember to strictly observe and not exceed your allotted time!
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. However, this will be used *only* 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. There is a Windows XP PC, on which only PowerPoint 2003 and Adobe Reader is installed.
3. Please be present at your session 15-20 minutes before the start of your session (during the breaks) 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. 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.
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 session.
7. Please make sure to bring a power adapter for your computer. The facility will NOT have them available.
8. 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.
9. 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.