



## INSTRUCTIONS FOR PRESENTATIONS: CONTRIBUTED TALKS AND FLASH TALK SESSION

1. Please [download](#) and review the program and make sure you identify the date and time of your presentation.
2. There will be a PC on the main Podium of the Seminar room that you can use. However, you can bring your presentation on your own computer. In addition, 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 if your presentation uses features such as embedded animations, video clips and sound we are unable to guarantee that your presentation will be delivered correctly so you may decide to bring and use your own computer.

For Flash talks: please see the session chair and up-load your presentation onto the Seminar room Podium PC before the session in which your Flash talk is to be given. All Flash talks will be up-loaded into the same session file. This is to ease the handover time from one presenter to the next.

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 or up-load your presentation onto the Podium PC and answer any questions that you or they may have. You will find them near the stage.

<b>Wednesday (19<sup>th</sup>)</b>	<b>Thursday (20<sup>th</sup>)</b>	<b>Friday (21<sup>st</sup>)</b>
Session 1 8:45 – 9:00	Session 5 8:45 – 9:00	Session 9 8:45 – 9:00
Session 2 10:55 – 11:10	Session 6 10:55 – 11:10	Session 10 10:20 – 10:35
Session 3 12:55 – 13:10	Session 7 12:55 – 13:10	
Session 4 14:50 – 15:05	Session 8 14:35 – 14:50	

4. For those presenters wanting to check their presentation (test run) you will need to come either in the morning (8:00 am – 8:30 am) 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 and testing that slides present correctly.
5. For those using their own laptops please consider the following:
  - a. The native resolution for projectors for full HD is 1920 x 1080 and the Aspect Ratio is 16:9. 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 HDMI connection. If you do not have a HDMI 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 15-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 microphone will be provided.



6. 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.
7. Please remember to strictly observe and not exceed allotted time. The session chairs will make sure that your total time is **STRICTLY** observed. The 2 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.

**Contributed talks:** 8 minutes for the presentation and 2 minutes for questions

**Flash talks:** 3 minutes (maximum 3 slides, no video clips) for the presentation and NO questions

8. Session chairs will also be supported by co-chair for each session. These will be one of the Local Organising Committee members, identified in the abstract booklet.

### **POWERPOINT PRESENTATION GUIDELINES**

1. In order to maximize the visibility of your presentation, we recommend that you use colour carefully.
2. Backgrounds should be white or light in colour.
3. Colour may be used in schematics, graphs, illustrations and photographs when it adds to the clarity of the presentation.
4. Not all colours are equally visible when projected. Bright red, blue, green and orange are easiest to see. Avoid yellows and light or pastel colours 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 colour 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. 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!
10. 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.