

Instructions for oral presenters

1. Duration

Each oral presentation has been allocated a time slot of 25 minutes, including questions and handovers.

This means that your speech must be at most 20 minutes long in order to allow questions and discussion after the presentation. Please do not forget that some time is needed also for walking to/from the podium, setting up the microphone (only in large rooms), and the introduction of the speaker by the session chair. The session chairs have been instructed to *terminate overrunning presentations* in order to ensure that every presenter has the same amount of time. If you exceed your time, you risk missing the chance for questions or even completing your presentation. So, please practice the timing in advance!

In Special Sessions, the length of the time slots vary. Please check the exact duration of these presentations with the session organiser. At the end of all presentations, 3-5 minutes should be reserved for questions.

2. On the day, before your presentation

Presenters should arrive in the session room **at the latest 15 minutes before the session is scheduled to begin** in order to install and set up their presentation data, meet the session chair, and to **provide a short biography (3 - 5 lines, typed)** for the introduction of the speaker. Please stay in the session from start to end, in case the attendees would like to discuss with you individually after the session.

The lecture rooms are equipped with a data projector and a computer to which your presentation should be copied (from a USB memory stick). After transferring your presentation to the lecture room computer, please make sure immediately that the file opens correctly. The session room computers are equipped with a Windows™ operating system and Microsoft Office 2007.

Installation of any additional player software or codec is not supported.

Only for very special needs, usage of presenters' own laptop is allowed.

(You can also check or alter your data in advance before your session in the Speakers' Ready Room equipped with computers).

3. Some Guidelines for preparing your presentation data

Make sure that your slides are readable, i.e., when preparing your presentation, use sufficient large font sizes (at least 20 pt), and avoid colour combinations with poor contrast.

Pay special attention to diagrams and graphics so that they appear readable.

Presentations should be either in Microsoft PowerPoint™ or Adobe PDF™ format.

Below are some guidelines to help you prepare an interesting and valuable presentation, and to make a memorable and fascinating conference. The purpose is to make the audience interested in your paper. Therefore:

- Make a clear introduction, body, and conclusion. Summarise the key points in the conclusion. Explain what your work consists of and why it is significant. *Concentrate on the main ideas, achievements and results.* Avoid too much mathematics; it can be read from the paper.
- Use visuals. Visuals are a valuable asset to your presentation if they are prepared and presented well.
- Avoid reading your speech. Use slides as reminders that allow you to speak your memory for one or two minutes without referring to your notes.
- Face your audience. Make eye contact with the audience and engage them in your speech.
- Less is more. Centre your speech on the unique features of your work. Provide enough contexts to allow the audience to follow your presentation. This leaves more time for interactive questions and answers.
- You are an expert and you have a passion for this work – show it!
- Speak clearly and sufficiently slowly. If English is not your first language, it is recommended that you practice your presentation with your colleagues.