



## MicroTAS 2014 Conference Oral Presentation Guidelines

1. The session chair will have your paper title, name and affiliation to use for your introduction. Please assist the session chair with the correct pronunciation of your name.
2. You are **REQUIRED** to be present in your session room 15-20 minutes before the start of the session (not the start of your talk) to meet with the Audio Visual Technician and session chair 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. All computers must be connected before the session begins.
3. If you want to check your presentation (test run) you will need to come either in the morning (07:00 - 07:30) 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 to the switcher.
4. You are required to bring your presentation on your own computer. In addition to bringing your own computer laptop, 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 the Conference is 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, video clips and sound.

**Reminder** - For those that live outside the country, please remember to bring your own power adapter. The Conference will NOT have any available.

5. The native resolution for projectors is SXGA 1024 x 768 and the Aspect Ratio is 4:3. 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.
6. **IMPORTANT** - ALL laptops **MUST** have the sleep mode turned **OFF** prior to connecting to the switcher. This will save time at the podium.
7. The standard connection for laptops is a VGA connection. If you do not have a VGA connection on your computer please be sure to bring an adapter.

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 meet with the AV tech prior to the 30-minute set-up period. Also, be sure to bring your dongle for connecting to a VGA cable for the projector.

8. A laser pointer and a lavalier microphone will be provided.
9. Please remember to strictly observe and not exceed your allotted time of **15** minutes for presentation and **5** minutes for questions. A timing light will assist in keeping the program on schedule. The AV technician will be responsible for programming and resetting the light.
10. With three parallel sessions, it is critical that talks are kept on time. Therefore, your session chair will make sure that your presentation time is **STRICTLY** observed. Attendees highly value the chance for Q&A after a presentation, and 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. The session chair will read the title of your talk and introduce you. We would discourage you from lengthy repeating of the title, or reading the list of authors
  - b. You should avoid lengthy outline, introduction, acknowledgement and conclusion slides.
  - c. 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.

# PowerPoint Presentation Guidelines

1. In order to maximize the visibility of your presentation, we recommend that you use color carefully.
2. Backgrounds should be white or light in color.
3. Text should be in black and should be in Arial or a similar font.
4. Color may be used in schematics, graphs, illustrations and photographs when it adds to the clarity of the presentation.
5. Not all colors are equally visible when projected. Bright red, blue, green and orange are easiest to see. Avoid yellows and light or pastel colors that are not easily seen on a clear background, except possibly as a local background in a boxed area.
6. Use extra-wide line widths for color lines. Use a minimum line width of 1-point for lines in drawings
7. Be sure to leave a 10% safety margin on all sides of your slides.
8. 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.
9. Placing a institutional logo in the border is acceptable, so long as it doesn't consume valuable screen area.
10. The guidelines for font style and sizing in electronic presentations are as follows:

Arial or Helvetica font is strongly preferred. These fonts have an equal line width for all parts of all characters and projects clearly. Furthermore, they are available on Microsoft PowerPoint. The "redeeming" feature of fonts like Arial, Helvetica, etc in this context is that they are sans serif fonts, which are better suited for presentation slides than, e.g., Times and other fonts with serifs.

- a. The recommended font sizes are
  - 36 point for titles
  - 30 point for sub-titles
  - 26 point for major bullets
  - 24 point for indented bullets
  - minimum 24 point for text on illustrations, graphs, figures, etc.

Note: text smaller than 24 point will be IMPOSSIBLE to read from the back of the room.

11. 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!
12. View your presentation from 1.5 meters (4.92 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.