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 at the times listed below to meet with the Audio Visual Technicians to connect your laptop and instructions regarding the lavalier microphone. You will find them in each session room near the stage. **All computers must be connected before the session begins**. Please refer to the Technical Program for the day and time of your presentation. Refer to your session title (i.e. 1A3) to determine the room assignment that your session will be held. The second character (i.e. A) in the session title indicates which room the session will be in:

A – San Francisco – Third Floor 4.3   **B** - Singapore – Second Floor 4.2   **C** - Sydney – Second Floor 4.2

Monday, 28 October		Tuesday, 29 October		Wednesday, 30 October		Thursday, 31 October	
1A1, 1B1, 1C1	09:15 - 09:30	2A1, 2B1, 2C1	09:15 - 09:30	3A1, 3B1, 3C1	9:15 - 9:30	4A1, 4B1, 4C1	08:15 - 08:45
1A2, 1B2, 1C2	10:30 - 11:00			3A2, 3B2, 3C2	10:30 - 11:00	4A2, 4B2, 4C2	10:15 - 10:45
1A3, 1B3, 1C3	16:00 - 16:30	2A3, 2B3, 2C3	16:00 - 16:30	3A3, 3B3, 3C3	16:15 - 16:45		

You MUST connect your computer during the times listed above.

3. 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.

4. If you want to rehearse your presentation, this can only be done during the following times on a first-come, first-served basis. Depending on the number of people that want to rehearse we may have to limit your time.

Monday, 28 October		Tuesday, 29 October		Wednesday, 30 October		Thursday, 31 October	
San Francisco	07:00 - 07:30 15:30 - 16:00	San Francisco	07:15 - 07:45 15:30 – 16:00	San Francisco	07:30 - 08:00 15:45 – 16:15	San Francisco	07:45 - 08:15
Singapore	08:45 - 09:15 15:30 - 16:00	Singapore	15:30 – 16:00	Singapore	15:45 – 16:15	Singapore	07:45 - 08:15
Sydney	08:45 - 09:15 15:30 - 16:00	Sydney	15:30 – 16:00	Sydney	15:45 – 16:15	Sydney	07:45 - 08:15

5. Please create your PowerPoint in wide screen format. The native resolution for projectors is up to SXGA 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.

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 HDMI connection. If you do not have a HDMI connection on your computer please be sure to bring an adapter or contact me.

   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 an HDMI cable for the projector.

8. A laser pointer and a lavalier microphone will be provided.

9. A timing light will assist in keeping the program on schedule. The AV technician will be responsible for programming and resetting the light. Please remember to strictly observe and not exceed your allotted time:

   | Oral Presentations: | 15 minutes for presentation and 5 minutes for questions |
   | Keynote Presentations: | 25 minutes for presentation and 5 minutes for questions |

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.

11. In case you foresee having potential problems understanding questions from the audience, please do not hesitate to ask a senior person in your team to assist you in answering questions. The audience will greatly appreciate any such actions from the author team to ensure a good scientific communication.

PowerPoint Presentation Guidelines

1. Again, please create your PowerPoint in wide screen format. The native resolution for projectors is up to SXGA 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.

2. In order to maximize the visibility of your presentation, we recommend that you use color carefully.

3. Backgrounds should be white or light in color.

4. Text should be in black and should be in Arial or a similar font.

5. Color may be used in schematics, graphs, illustrations and photographs when it adds to the clarity of the presentation.

6. 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.

7. Use extra-wide line widths for color lines.

8. Be sure to leave a 10% safety margin on all sides of your slides.

9. 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.

10. Placing an institutional logo in the border is acceptable, so long as it doesn't consume valuable screen area.

11. 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 serfi fonts, which are better suited for presentation slides than, e.g., Times ad other fonts with serifs. The recommended font sizes are

   - 36 point for titles   - 26 point for major bullets

   - 30 point for sub-titles   - 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.

12. 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!

13. 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.

14. If you would like to add the conference logo to your presentation, it may be found on the author page of the conference website.