



ORAL Presentation Guidelines

Each session will be led by a session chair. The chair(s) will introduce the session theme and the presenters. The chair(s) will also monitor time and indicate when there is one minute of allocated time remaining. Keeping to time is paramount. Include contact details on one of your slides and bring business cards to facilitate networking and sharing of ideas. You will also have the opportunity to be contacted via the conference browser app if you include your email and social media links there. More details on app access will follow the week before the conference.

Presentation

- 12 minutes presentation time, plus 3 minutes for questions.
- Please use the ICASP presentation slide template here. Your PowerPoint file should be formatted in Widescreen (16:9). Please also save your finished presentation as a PDF file for backup.
- Select the key points only for each of your slides to keep the amount of information on each slide to a minimum.
- Use a standard font such as Calibri, Times New Roman, Ariel or Tahoma, and a relatively large font size so that the information is readable from the back of a large room.
- Minimize use of animation. Although animation can enliven a presentation, it may also be distracting. If you plan to animate components in your presentation (slide titles, graphic elements, bulleted text), try to be as consistent as possible.
- While you can insert images directly into your PowerPoint presentation, try to keep these to a minimum. Images that are created at a dpi setting higher than 75 dpi are not necessary and will only increase the file size of your presentation, which will result in longer load times. JPG images are the preferred file format for inserted images.
- Please ensure any video used is embedded within your PowerPoint file and that you do not have to open a separate file to run it. You should not stream video clips for presentations from YouTube or similar sources.
- As a general guide, the number of slides should be less than the presentation time allowed, e.g., twelve slides per twelve-minute presentation allows for 60 seconds per slide
- Practice your presentation to check on clarity of ideas and timing.



Pre-Conference

- Make sure to upload your PowerPoint and PDF presentations onto a hard drive (usb type a) and bring that hard drive with you on the day of your presentation. To be very safe you can additionally also save those files in a cloud storage like Dropbox in case you may lose the hard drive.
- Check your session time and room on the conference programme [here](#). Please note this is subject to change, so please check back again the week before the conference.
- Feel free to promote your presentation on social media using the hashtag #ICASP14.

Session Day

- Please arrive at your session 15-20 minutes in advance and identify yourself to the session chair(s).
- Ensure you bring your hard drive (usb type a) containing your presentation (PowerPoint and PDF files) with you to the session.
- Sit in the reserved front row for presenters and be prepared to take the stage in advance of your time.