



Transducers 2009 Conference Oral Presentation Guidelines

1. The session chair will introduce your paper to the audience. Please check in with the session chair to ensure he / she has the correct information regarding your title, and the presenting author's name and affiliation.
2. You are expected to be present at your session 15-20 minutes before the start of the session to meet with the Audio Visual Technician and session chairs to connect your laptop and answer any questions that you or they may have. You will find them near the stage.
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 cannot be done 30 minutes prior to the beginning of a session. This time is for connecting computers to the switcher ONLY.
4. You are expected 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.
5. For MAC users please make sure you are familiar with the settings to send signals to the projector. If you are not, please make sure that you see the AV tech prior to the 30-minute set-up period.
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. A laser pointer and a lavalier microphone will be provided.
8. Please remember to strictly observe and not exceed your allotted time:

Plenary	35 minutes for presentation and 5 minutes for questions
Invited	25 minutes for presentation and 5 minutes for questions
Oral	12 minutes for presentation and 3 minutes for questions
9. With four parallel sessions, it is critical that talks are kept on time. Therefore, your session chairs will make sure that your presentation time is STRICTLY observed. Attendees of Transducers highly value the chance for Q&A after a presentation, and so we ask that you ensure your presentation fits within the allotted time. This will be particularly critical for the Oral session presentations, which are only 12 minutes. 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.
10. Please REPEAT all questions after they are asked. Often the audience does not understand or hear the question and it is extremely useful for the question to be repeated. If the answer to a question is likely to be long, you may elect to provide a brief answer, but offer to meet the questioner at the end of the session for further discussion.

PowerPoint Presentation Guidelines

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

1. Backgrounds should be white or light in color.
2. Text should be in black and should be in Arial or a similar font.
3. Color may be used in schematics, graphs, illustrations and photographs when it adds to the clarity of the presentation.
 - 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.
 - Use extra-wide line widths for color lines. Use a minimum line width of 2-point for lines in drawings
4. Some images (e.g. SEM and fluorescence photos) do not project well using standard computer projects. We encourage you to test these images using a projector before coming to the conference, and when possible adjust settings of the original to improve the quality of the projected image.
5. Placing a corporate logo in the border is acceptable, so long as it doesn't consume valuable screen area.

The guidelines for font style and sizing in electronic presentations are as follows:

1. Arial font is strongly preferred. Arial font has an equal line width for all parts of all characters and projects clearly. Furthermore, it is available on Microsoft PowerPoint. If you do not have the Arial font, then choose a simple font, such as Helvetica.
2. 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.

3. 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!