



GUIDELINES FOR ORAL PRESENTERS IMPI 50 SYMPOSIUM

General Information

Thank for your upcoming presentation at IMPI 50. With your help, we are looking forward to a very productive program, in a great venue. New this year, all oral presenters (including keynote and invited speakers) are encouraged to also prepare a poster in addition to their oral presentation.

There will be 4 types of presentations at IMPI 50:

(1) **Keynote Lectures** (45 min)

(2) **Invited Lectures** (30 min)

(3) **Oral Presentations** (20 min)

(4) **Poster Presentations** (2 min oral presentation during a Flash session on Wednesday afternoon at the start of the Poster & Exhibition Session. The Flash Presentation will only be for those individuals with a “Poster only” presentation; oral presenters will not take part in the Flash Session). Posters presentations will also occur at dedicated mid-day sessions on Wednesday and Thursday, as well as at the Welcome Reception on Tuesday and all coffee breaks Wednesday and Thursday.

Refer to the email that accompanied these guidelines for specifics related to your paper. Please note that the scheduled time might shift, so please consult the final program when you arrive at the conference.

“Micro-abstract”

We are preparing a printed program which each participant will receive on-site. The entry for each paper will include the authors, title of the paper, and a “micro-abstract”. The micro-abstract should summarize what you did, and what you got, in ~ two sentences, and absolutely limited to 400 characters (including spaces) for all oral presentations (including keynote and invited lectures). The “what you got” sentence should be as informative as possible, and not merely indicative – i.e. it should state your results or conclusions, and not merely indicate that you got results or reached a conclusion. Please submit this by 1 April using the attached form.

Guidelines for Oral Presentations (including invited and keynote lectures)

(1) Time. The time slot allotted for each presentation includes the time needed to switch speakers and for the session chairman to introduce the speaker, as well as a Q&A period after each presentation. Thus the net time for each presentation should be limited to 40 minutes for keynote lectures, 25 minutes for invited lectures, and 16 minutes for submitted oral presentations. The session chairs will be instructed to rigorously keep the program on time and not allow any speaker to exceed his or her time slot. This policy will be enforced as a courtesy

to the other speakers and poster presenters, to allow participants to migrate between parallel sessions, and because of the belief that the most important sessions of the Symposium are the coffee breaks.

2) Organization. It is suggested that your lecture contain the following organizational elements:

a. **Introduction.** Keep in mind that IMPI attracts a diverse audience, e.g. RF engineers, chemists, material scientists, food technologists, etc. The introduction should include a clear “statement of purpose”, which all participants will understand.

b. **What you did,** i.e. methodology, derivation of equations, etc. This should be abbreviated, and give the big picture – small details are not absorbed and remembered.

c. **What you got** or observed, i.e. results. This should be the longest part of your presentation.

d. **Limitations, explanations, implications, extrapolations, etc.,** i.e. what would normally be in the Discussion of a journal paper.

e. **Conclusions:** 3-4 points you want the audience to remember, including the answer to your “research question”.

(3) Graphics. Prepare a set of slides using Power Point or a similar software to project during your lecture. As a general rule: Keep it simple and be sure it can be read from the back row of the conference room. Bring embedded video clips also as source files to make sure they will play back as intended.

(4) Upload your files. The Symposium proceeds most smoothly if all presentations are made from the Symposium computers. If you must use your own computer, the time needed to switch between computers (in both directions) will be on your account. Upload your files well in advance of your session, and test them on the Symposium computer, especially if they contain clips, animations, other “bells and whistles”, or embedded or linked files.

(5) Check-in with your session chair. Make sure he/she knows you are present, and that he/she can pronounce your name.

(6) Poster Presentations

Hang your poster on Tuesday before the 1pm start of the Symposium, and leave it hanging for the duration of the Symposium. Be present at your poster during the designated poster sessions.

Posters will be attached to 91 x122 cm cardboard plaques (supplied by the Symposium), which will be set on top of a table, placed against the wall. This has the following implications:

(1) The poster will be viewed at a minimum distance of a table. All features on the poster should be sufficiently large to be legible at that distance.

(2) It will be useful to come equipped with a “collapsible antenna” or other pointer.

(3) The table top will be available to show samples, hold a lap-top to show animations or clips, or to have printed material for distribution.