



Guidelines and Information for IMPI 49 Oral Presenters

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General Information

Thank for your upcoming presentation at IMPI 49. With your help, we are looking forward to a very productive technical program, in a great venue.

There will be 4 types of presentations at IMPI 49:

- (1) Keynote Lectures (45 min). These will be given in plenary sessions Wednesday and Thursday mornings.
- (2) Invited Lectures (30 min). These will be given in topical sessions.
- (3) Oral presentations (20 min) of submitted papers.
- (4) Poster presentations of submitted papers – at dedicated mid-day poster sessions on Wednesday and Thursday, as well as at the welcome reception on Tuesday and all coffee breaks.

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, and will show him at a glance what is happening where. 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 (e.g. 45, 30, or 20 minutes) includes the time needed to switch speakers and for the session chairman to introduce the speaker, as well as a Q&A/discussion period after each presentation. Thus the net time for each presentation should be limited to 40 minutes for keynote lectures, 25 minutes for oral lectures, and 16 minutes for submitted oral talks. 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. Accordingly, you must select the material to present according to the net time available, rather than trying squeeze all of your material into a time slot. A few hints:
- a. As a rule of thumb, allow ~1 min per slide. Note that there is a large variance – very busy slides may require 2 min, while a photograph which only gives some general impression might only need 0.5 min.
 - b. Rehearse your presentation in front of colleagues, who should time the presentation. When you find that you are overtime, cut material – don't plan on speaking faster!
- (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, materials scientists, food technologists, etc. Devote about 10-15% of your net time to broadly explain the problem which you attack in terms that all of the participants will understand. End the introduction with a clear “statement of purpose”, i.e. the objective of your presentation or work.
 - 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, to project during your lecture. Some suggestions for good slides:

- a. Use only a white background. Colored backgrounds have decreased legibility, particularly in difficult lighting situations.
- b. Use the default font sizes and spacing in power point (avoid features which are too small or too crowded).
- c. Include a title (at the top) and number (bottom right corner) for each slide
- d. Project only key words – no complete sentences.
- e. Use colors to differentiate between curves on a graph, different subsystems in an apparatus diagram, etc.
- f. Directly label all key features in graphs and photographs.
 - i. Don't expect the participants to search for legends or explanations in captions – there isn't enough time.
 - ii. Don't expect participants to recognize special features in oscillograms or micrographs – use an arrow and label to point them out.
- g. Animations, video clips, etc. often add value to a presentation. However embedded files often encounter problems when switching to another computer. Sometimes 'slide show' files (*.pps or .ppsx) work better than “presentation” files (*.ppt or .pptx). Be sure you bring with you all your source files in case of difficulty.
- h. Evaluate the legibility of your slides by projecting them in a conference or class room, and viewing each slide while sitting in the back row.

(4) **Rehearsal.** Rehearse your presentation as often as necessary until the delivery in English is smooth, and within the time limit.

- (5) **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. You may need to also upload any embedded file, and change the links within your power point file to take into account the path to them on the new computer.
- (6) **Check-in with your session chair.** Make sure he/she knows you are present, and that he/she can pronounce your name.
- (7) **Presentation.**
- a. Speak clearly and slowly, and use simple words where possible, keeping in mind that this is an international symposium, and that English is not the native language for many participants.
 - b. Avoid letting your voice fade as you approach the end of a sentence.
 - c. Face the audience at all times and make eye contact – don’t turn your back on them.
 - i. Glance down at your slides as necessary using the podium monitor – not the projected image on the screen.
 - ii. Point to features on your slides using the mouse – don’t use a laser pointer.
 - d. Don’t “read” your lecture – its sleep inducing. Instead, talk to the audience (after you have rehearsed sufficiently that you can do this smoothly).
 - e. If you have a final “thank you” slide, go back to your Conclusions slide or an interesting photograph for projection during the Q&A period.