



IMPI 56 SYMPOSIUM

GUIDELINES FOR ORAL PRESENTERS

General Information

Thank you for your upcoming presentation at IMPI 56. With your help, we are looking forward to a very productive program, in a great venue.

There will be 3 types of oral presentations at IMPI 56:

1. **Keynote Lectures** (45 min) (to be given in plenary sessions)
2. **Invited Talk** (30 min) (to be given in topical sessions)
3. **(Regular) Oral Presentations** (20 min)

Specific Guidelines and Instructions

(1) Time

The time slot allotted for each presentation includes the time needed to switch speakers and for the Session Chair 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 min (keynote), 25 min (invited), and 17 minutes (regular).

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 concurrent 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 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 talk contain the following organizational elements:

- a. *Introduction*. Keep in mind that IMPI attracts a diverse audience, e.g., microwave and mechanical 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 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 MS PowerPoint, to project during your lecture. Some suggestions for good slides:

- a. Use of a white background is preferable. Colored backgrounds have decreased legibility, particularly in difficult lighting situations.
- b. Use the default font sizes and spacing in PowerPoint (avoid features which are too small or too crowded).
- c. Include a title (at the top) and number (at the bottom) for each slide
- d. Project only key words or short phrases, not 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 oscillographs 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 classroom 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. 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 PowerPoint 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. Your Session Chair will be in touch with you before the conference to discuss all the features of your talk.

(7) Oral 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 all participants.
- b. Avoid letting your voice fade as you approach the end of a sentence.
- c. Always face the audience 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.

Please contact alicia.standridge@impi.org if you have any questions!