

Presentation Guidelines

Oral Presentation Instructions

1. Structure of Oral Presentations

Each technical session room will be set with a projector and a PC. To ensure the smooth running of presentations at this meeting we would kindly ask the presenters to note the following;

1. All presentations should be loaded onto the PC before the start of the session. Please make sure that you load your presentation before the session starts. We suggest that you do this at least 10 minutes before the start of the session and you check that it works.
2. Under NO circumstances will presenters be allowed to use their own laptops for presentation purposes.
3. Presentations may be in either Microsoft Powerpoint format or Adobe PDF format. In Powerpoint it is advisable to embed truetype fonts when saving (Tools menu > Options > Save tab) to minimise font problems. If your presentation is made up of pdf files, please make sure that all the fonts are embedded in the document.
4. Presenters must bring their presentation on CD or USB storage device. For backup we suggest that you have both.
5. Presentations must run on an IBM compatible computer.
6. You should introduce yourself to the Chairs of your session before the session starts. Please present to the session chair a short biography (not more than 5 lines).
7. Each presenter will have approximately 12 minutes to present their paper, plus 3 minutes for questions. Session chairs will be instructed to keep all authors strictly to this time allocation.

Overhead projection presentations will NOT be available

2. Preparation of Oral Presentations

An oral presentation consists of approximately 12 minutes for presentation of the paper, including an overview of the problem, the novel approach in the paper and results. An additional 3 minutes are available for discussion with the attendees. The presenter should prepare a reasonable number of slides within the electronic document, so as not to exceed the 15 minute time window. As a rule of thumb, one slide is presented in one minute. Additional illustrations could be prepared to support possible answers to attendees' questions.

Each page should not be crowded with too much text and/or graphics. Illustrations should support the presentation, they should not be simply read by the presenter. Graphics help in communications, are more understandable, and point out the basic ideas. Use large fonts that can be read easily, e.g. a font size of at least 18-20 points should be used.

Presentations should be clearly structured. A typical presentation would include:

- A title slide for the paper with the names of authors and their affiliations;
- Outline of the presentation;
- Motivation and problem definition;
- Background with a literature review;
- Main body of the paper;
- Key findings and their discussion;
- Conclusions

Authors are encouraged to rehearse their presentations via a trial run with their colleagues at their home institutions rather than giving it for the first time at the conference.

Poster Presentation Instructions

1. Structure of Poster Presentations

Poster sessions are a valuable method for authors to present papers and meet with interested attendees for in-depth technical discussions. Therefore, it is important that you display your results clearly to attract people who have an interest in your work and your paper.

Each poster session will last 90 minutes. This will allow the poster presenters to explain their findings in considerable depth to audiences that are interested directly in the paper.

It is strongly recommended that authors turn up at least **10 minutes** before the session starts in order to set up their poster. Materials to attach the papers to the boards will be available at the conference venue.

All of the poster materials must be provided by the author(s).

The poster must be up by the start of the listed poster session times. Once the session is over, the author(s) should remove the poster promptly to make way for the next poster session.

2. Preparation of Poster Presentations

Each presenter is required to prepare visual material (e.g., black-and-white or colour sheets of paper, photographs, or a single large poster) to be displayed on a board, which will be 1m by 0.95m. The text in the visual material should not be smaller than 14 points. A typical structure of a poster presentation is similar to an oral presentation, and often includes:

- A title for the paper with the names of authors and their affiliations;
- Outline of the presentation;
- Motivation and problem definition;
- Background with a literature review;
- Main body of the paper;
- Key findings and their discussion;
- Conclusions and Future Work

3. Poster Board

Each presenter will be provided with a 1m by 0.95m space on a board in the poster presentation hall.

4. Structure of Poster Presentations

Use a few bullet-type charts, figures, tables, equations, etc. to indicate as well as highlight the important technical content of your paper.

PLEASE AVOID SIMPLY POSTING THE PAGES OF THE WRITTEN VERSION OF YOUR PAPER AS THESE WILL NOT MAKE AN EFFECTIVE POSTER PRESENTATION.

Provide an introduction (outline) and a summary or conclusion for your poster paper presentation.

If you include a table on a poster, place a descriptive title in large characters at the top of the table. If you include a graph, write a descriptive title in large characters at the bottom of the graph. Label both axes with the physical quantity and its units. Please use SI units exclusively.

If possible, figures should be self-explanatory.

5. Some Tips

It is ideal to have the headline of your poster containing title, and the name(s) of the author(s) at the top of the poster (see sketch below).

Make sure that the poster can be read from a distance of about 3m. PLEASE PRINT. Lettering should be at least 1cm high and the strokes with which the letters are formed should be about 1mm wide. Anything smaller cannot be read from a distance of 3m.

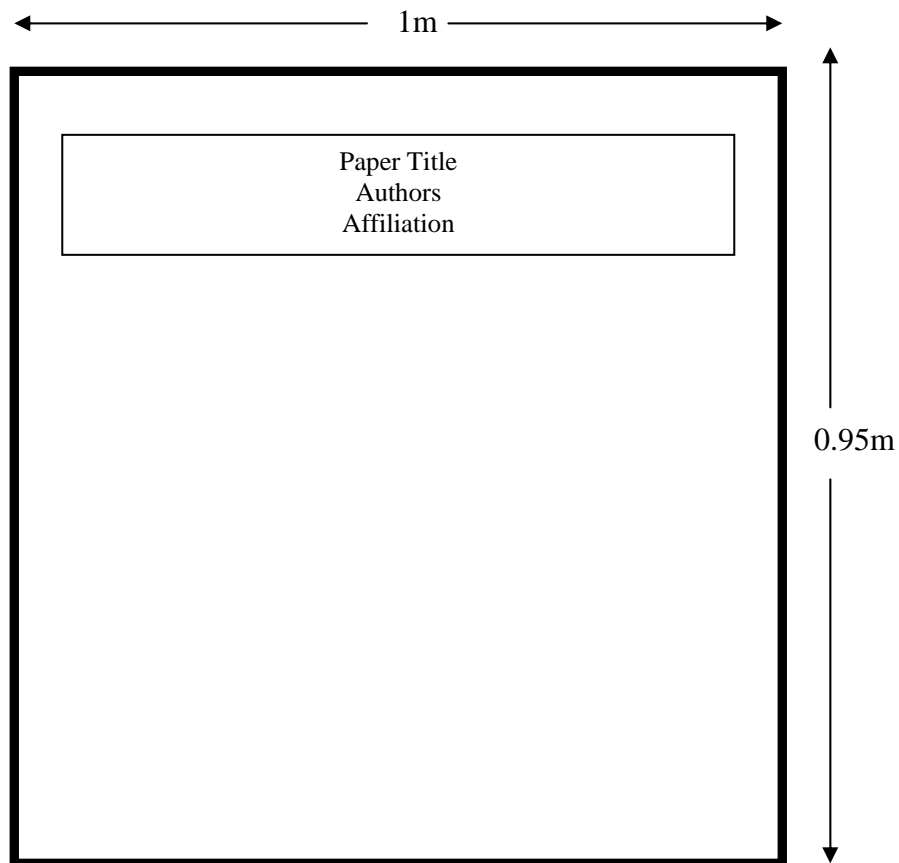
Graphs and charts should be 25cm x 30cm or larger.

It is a good idea to number the material sequentially. This will indicate to the viewer a logical progression through your poster presentation.

6. Presentations

It is helpful to have copies of the written version of your paper for viewers who may want to study aspects of your work in more detail.

If possible use colour to make your poster stand out. Colour makes a poster more interesting and can be used to trace the flow of information or to help distinguish between different parts of the poster, thus clarifying your message. However, limit yourself to a few colours that complement each other. Note that colour is not a necessary requirement.



Thank you for presenting at the MELECON 2010.