



# Transducers 2011 Conference Oral Presentation Guidelines

June 5-9, 2011 Beijing, China

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1. For technical reasons, it is not possible to use your own computer for Oral Presentation. Laptop (PC with Microsoft Windows), a laser pointer and microphone will be provided.
2. You may submit your presentation during June 5-8, 2011 at the Speaker Ready Room, 307B, 3rd floor, CNCC. Please be sure to submit your PPT file at least one day before your presentation.
3. The following points are very important:
  - (a) Your PPT file should be submitted according to the session it belongs to. Every file collection desk has a sign with session numbers at Speaker Ready Room. Please be sure to submit your presentation at the right collection desk with your session number.
  - (b) Please name your PPT files as your Paper-ID.ppt, and please leave us your name and contact method (e.g. hotel room number). If your file can not work well, we will contact with you.
  - (c) Your PPT file can be submitted at the following time:  
June 5, 09:00 -22:00;      June 6-8, 07:30 -18:00;      June 9, 7:30 -10:00 (Emergency)
4. For videos in your PowerPoint presentation, we recommend that you save it in the same folder with your PPT file. However, we do not recommend that you link your videos with the PPT file for the link might cause problem.
5. 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.
6. 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 answer any questions that you or they may have. You will find them near the stage.
7. If you want to check your presentation (test run) you will need to come either in the morning (07:30 - 08:00) 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.
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.



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## 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!