

PRESENTER'S INSTRUCTIONS

IF YOU CANNOT BE PRESENT

If, subsequent to your planning, you find that you are unable to present your oral or poster paper, you *must* let the meeting organizers know. Ideally, try to find someone else to make the presentation. Regardless, advise both your Commission Chair and/or session Chair *and* the GA Management Office at the earliest opportunity, and also let them know if someone else will be presenting the paper.

ORAL PRESENTATIONS

Each technical session room will be set up with a centralized presentation system, LCD projector, courtesy-screen monitor for the speaker, microphone, and laser pointer. In general, connecting your own computer to the video projector in the room is **STRONGLY** discouraged. If you exceptionally need to do this, please contact the Organizing Secretariat in advance. Note that no additional time will be allotted for making or undoing such connections. At the conference, you may test your presentation at the speaker preparation center located on the lower ground floor (-1). Please be aware that no overhead projectors will be available.

The computer driving the display will be a PC (no Macs will be available), running *Windows XP Service Pack 3*. The following software will be available on the computer:

Microsoft *Office 2003* with *Equation Editor*, *MathType 6.0c*, and *Office 2007 Compatibility Pack*
PowerPoint Viewer 2007
Adobe Acrobat Reader
Flash (to handle *Flash* animations)

The acceptable file types for presentations are the following:

PowerPoint presentation (.PPT or .PPTX) [recommended format]
Acrobat Portable Document Format (.PDF)
Compressed Archive File (.ZIP or .RAR)

The preferred method of running a *PowerPoint* presentation will be to use *PowerPoint Viewer 2007*. This should properly display any presentation created using *PowerPoint* version 97 or later. You need to make sure that your presentation will have all of the fonts and any auxiliary or multimedia files needed, *and* that these files will be in the right place on the projection machine. The best way to do this is to use *PowerPoint's* "Pack and Go" (*PowerPoint 2000*) or "Package for CD" (*PowerPoint 2003* and later) capability (hereinafter called the "package capability"). This is available in *PowerPoint 2000* under

File...Pack and Go, or in later versions under File...Package for CD. For a tutorial on using Package for CD, see <http://support.microsoft.com/kb/828504>. Note that Package for CD can also be used to create a “package” file, which can then be copied onto a flash memory stick. One of the advantages of the package capability is that you can include all of the fonts your presentation uses in your presentation. This avoids the problem of a font used to prepare your presentation not being present on the display computer. It is STRONGLY suggested that you take your “packaged” presentation to another computer, and practice unpacking it and showing the presentation, just to make sure that the “packaged” presentation contains everything you need, and that you are familiar with the process. You should also make sure that any and all graphics, multimedia, or other files used by your presentation are included with your presentation (another reason for using the package capability, and for trying your presentation on a computer other than the one on which it was created). Once you get to the General Assembly, you are STRONGLY urged to use the computer in the presentation preview room to check your presentation. Even if you do not have any multimedia effects or use auxiliary files, font incompatibilities, different resolutions for the projector, and differences in standard formats around the world very commonly cause problems. You will not be given extra time during your presentation to solve such problems.

Presentations can be loaded onto the computers in the session rooms via either CD-ROM or USB flash memory stick. It is requested that you do *not* use a U3-enabled flash memory stick (for example, most recent SanDisk brand memory sticks are U3 enabled). In creating a CD-ROM for your presentation, please do so in a manner such that no special software is required to read the CD-ROM. For example, some popular CD-R software provides an option of creating a “data CD” or using “DirectCD.” Create a data CD; do *not* use “DirectCD.” Using the latter can lead to reading compatibility problems in some cases. Also, please be sure that your software is set to close the session when you finish recording the CD. Only CD-R drives (but not “regular” CD-ROM drives) can read CDs recorded with the session left open. It is STRONGLY urged that you try reading the CD you have created on another computer (with a standard CD-ROM drive), in order to maximize the likelihood that the CD can be read by the presentation computers. Again, please test your method of loading the presentation in the presentation preview room well before your session begins.

Be sure to bring a backup copy of your presentation with you to the conference.

Oral presentations typically consist of 15 minutes for the presentation of the paper (problem, background, innovative approach, new results, comparative evaluation, and conclusions), with an additional three minutes available for questions and discussion with the attendees. The other two minutes in the 20-minute “slot” allotted for each presentation are for introduction of the paper and transition between speakers. Typically, one viewgraph takes about one minute to present. *Please practice and time your presentation in advance!* Additional viewgraphs may be prepared to support possible answers to attendees' questions. Each viewgraph should not be crowded with text and graphics. Too much text should be avoided. Viewgraphs should support the presentation;

they should not be simply read out by the presenter. Graphics help in communications, and are generally more understandable for pointing out the basic ideas.

Use large fonts so they can be read without major effort: typically, at least a 20-point font should be used (and 28 points as a minimum font size is better). Remember that your presentation has to be followed easily by those sitting in the back of the room!

Presentations should be clearly structured. Begin with a title page and include a list of contents to outline the topics described in the presentation. The basic problem should be clearly stated, as well as the application area. Background and previous work should be summarized to provide a perspective for the results presented in the paper. The innovative approach should be clearly stated. The application of the approach to the problem should be described, and the main features or characteristics of the problems and solutions pointed out. The results should be clearly outlined and evaluated. Appropriate comparisons with previous results should be presented. Conclusions should summarize the work performed, and point out the main innovation and results. Future work and developments may also be included. Typically, the audience should be able to understand what you did and why you did it within the first two minutes of a good presentation.

You should arrive at the session room for your presentation at *least* 15 minutes before the start of the session. You should introduce yourself to the session Chair, and load your presentation onto the presentation computer.

POSTER PREPARATION AND SETUP

Each poster board is approximately 110 cm high (44”) and 225 cm wide (90”). These poster boards are made of composite materials, suitable for mounting presentations with push-pins or scotch tape. You may bring your own mounting materials; however, a supply of push-pins or scotch tape will be available at the conference.

Your poster presentation should be easily readable from 1.5 to 2 m (5 to 6.5 feet) away, since people will view it standing or as they are walking by. The following character sizes are recommended:

Text and figure captions:	6 to 10 mm (24 to 40 points) high (at least 32 points is recommended)
Titles:	15 mm (60 points) high
Subtitles:	10 mm (40 points) high

Important points should be highlighted and arranged in a clear sequence. Graphical elements take on increased significance in the poster format and should be utilized accordingly. Do not simply reproduce your paper in large type.

Posters will be set up in designated areas (see conference program). You must be present at your poster setup during the full time designated for your session. During this

period, you will have the opportunity to present the findings of your research to the conference attendees. The poster-session areas will be available for setup at lunchtime on the day of the poster session. We recommend that you allow sufficient time to set up your posters prior to the start of your session.

You are requested to provide an identification sign or banner showing the title of the presentation, authors' names, affiliation, city, and country, and the abstract number of your paper. This should be prominently displayed on the poster panel. It is suggested to include the 100-word short abstract of the paper in the poster.

Poster sheets are usually arranged to be viewed from left to right and from top to bottom for an attractive and logical flow of information. It is recommended that the sheets be numbered in the order in which the authors wish them to be viewed. Colored tape used to connect the units can be a helpful guide for the reader.

It is often helpful for the viewer to have a reprint of the paper as complementary information. This can be made available as a handout, and should be provided by the author. Business cards are also useful for establishing contact with interested viewers of your paper.