

05 | 2019

# **CIMAC Congress 2019**

## **Instructions to Authors/Presenters**

For Presenting a Technical Paper

# 1 Equipment and Procedure for Presenting a Technical Paper

## 1.1 Equipment Authorized for use in Presentation

The following equipment will be available in all technical session rooms:

- Laptop for presentation (Windows 7 and MS Office 2013 in English)
- A big screen with a format of 16:9
- Two confidence monitors (one for the presenter and one for the chair)
- A remote control

Speakers should **prepare their presentation in PowerPoint (Office 2013) on a memory stick**. If speakers would like to use a PowerPoint presentation with embedded videos please make sure that these are also uploaded properly. Please use standard fonts such as Arial, Times New Roman, Calibri or Helvetica. Please note that special company fonts may cause problems during the presentation onsite. In case you still wish to use them, you will have to bring them along with your presentation on a USB drive. Speakers CANNOT use their own Laptop for PowerPoint presentations. They have to use the Laptop in each session room as the session has to proceed smoothly.

A Slide-Center will be provided as Speakers' Preparation Room next to the registration and information desk located in the main entrance area of the Congress venue. Speakers should come to the Slide-Center **one day in advance or at latest 2 hours before their sessions** (for sessions on Monday afternoon, speakers can come in Monday morning or Sunday afternoon). At the Speakers Preparation Room, laptops are provided where the presentation can be checked by the presenters on their memory stick and where they can hand in the final version on a memory stick to the Congress staff for upload online. **The Slide-Center will be open during the following periods:**

- 14:00 - 18:00 on Sunday, June 9
- 10:00 - 18:00 on Monday, June 10
- 08:00 - 18:00 on Tuesday, June 11
- 08:00 - 18:00 on Wednesday, June 12
- 08:00 - 15:00 on Thursday, June 13

## 1.2 Report on Arrival

Speakers should arrive at the session room (respective presentation hall) **thirty minutes before the start of their session** to discuss final details with their session chairs.

The session chair shall have your CV available as uploaded from your side to the EPS<sup>1</sup>.

Please note that technical support will be provided in each session room.

## 1.3 Allocation of Time for Presentation and Discussion

The standard presentation time for a session with **4 presentations is 15 minutes, and the discussion time is 5 minutes** (audience Q&A). For sessions with **5 presentations, the time is reduced accordingly to 13 minutes presentation and 3 minutes** for audience Q&A.

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<sup>1</sup> If you are the Presenter but not the main Author, please ensure that your CV is made available beforehand.

The presentation time will be monitored by a traffic light system. Additionally, a recess bell is provided.

## 2 Preparation of Presentation

It is necessary that the presentations are made as **PowerPoint (Office 2013) presentations**. In the following guidance, slide means display screen of PowerPoint. It must be emphasized that it is not the objective of the speaker to read the paper and/or show slides of all the figures given in the paper.

Rather, the **aims of an oral presentation are:**

- To hold the interest and attention of the audience – without this, other aims, however worthy, are in vain.
- To summarize the paper in such a way that a member of the audience knows if they want to read the paper.
- To summarize the paper so that the audience learns what is new, what is significant, and what is concluded in the paper.

The speaker's ability to hold the attention of an audience is often related to how natural and spontaneous the presentation is. Audiences are generally sympathetic and eager to hear what you have to say. It helps to remember that you are the expert and not a senior government official reading a prepared text where every word must be weighed in advance. If you forget something it probably is not vital; and if the remainder of your presentation is clear, the audience will recognize an omission and will ask questions. To avoid unintentional omissions, we suggest preparing slides with short punchy phrases to use as content cues. Then, talk freely about the topic from these slides. Even experienced speakers find it convenient to use slides as cues for what to say.

If you feel you must read a prepared text, do NOT read the paper but prepare a brief summary composed of more conversational language and narrate it to the audience in a more conversational way.

The physical preparation of visual aids is often one of the most overlooked and carelessly done portions of presentation. All too frequently there is far too much material on the slide and the print size is so small that it is unreadable by any but those in the front row. Remember the audience cannot process information they cannot read or identify. A significant improvement in audience understanding would be possible if the authors would follow the simple guidelines given at the end of these notes. **Examples with appropriate ratios of type size to frame size and appropriate amounts of material are shown in the Annex.**

In preparing a presentation it should be borne in mind that the figures in the paper are generally too complicated to make suitable slides; a reader can spend as long as required studying a complicated figure in the paper, whereas a slide is normally shown for a minute or two.

Very rarely is it worthwhile showing the mathematics in detail. Ask yourself what any mathematics shown will convey to the reader. Upon reflection, you will probably conclude that this can be relegated to the paper and the oral presentation can merely refer in general terms to what is done. Similarly, it is often appropriate to simplify arguments considerably, since for detailed and rigorous scrutiny the audience can be referred to the paper.

These guidelines have been prepared after listening to many presentations and after a good amount of discussion.

### 3 Points to Remember

- Determine well in advance the vital points you wish to make.
- Bear in mind the need for a brief discussion of motivation and background for the work.
- Describe the new and different aspects of the work, and give a summary of the conclusions.
- Choose from the paper the results and figures you wish to show, then SIMPLIFY. 10-12 slides for a talk of roughly fifteen minutes is about correct.
- Put in the least amount of mathematics possible.
- Use tables of results sparingly and simplify.
- Create "cue" slides using short, punchy, text statements and "hang" your talk on them.
- Create slides of PowerPoint or view-graphs for an overhead projector which will be clear to those at the back of the room by using the suggestions given below.
- Please be careful in usage of colour in slides. When you use red and blue against a black background, it is very hard for the audience to read.
- For font size in A4 format, use between 20- and 24-point (about 7 - 8.4 mm high).
- Bring your presentation material as PowerPoint (Office 2013) presentation on a memory stick to the Congress and make sure that the memory stick contains all files necessary for your presentation (background videos, animations, etc.).

### 4 Pitch Stage & Speakers' Corner

#### 4.1 Pitch Stage Session:

To accommodate several good submissions, we have a new session format called the 'Pitch Stage' session which is nothing but a presentation session with more than 5 presentations held in the respective session rooms. The idea here is for the Presenter to have a short 7-9 minutes slot to 'pitch' his/her idea and work with a discussion time of 3 minutes.

For 'Pitch Stage' sessions (sessions with 7 or 8 presentations) the time limit for each presentation is as follows:

- **Session with 7 presentations – 12 mins (9 minutes for presentation and 3 minutes of Q&A)**
- **Session with 8 presentations – 10 mins (7 minutes for presentation and 3 minutes of Q&A)**

As earlier, the presentation time will be monitored by a traffic light system and a recess bell shall be provided in the session room.

#### 4.2 Speakers' Corner Session:

The 'Speakers' Corner', is also a new format where the presentation sessions will be held in a strategic position in the Exhibition hall. The **90-minute sessions will take place between 12:00-13:30** (Tuesday, Wednesday and Thursday) with **each presentation having a time limit of 10 minutes** (7 minutes for the presentation and 3 minutes for Q&A session)

There will be no seating arrangements but a projector, a big screen and presentation arrangements will be made available, with a moderator and a co-moderator to chair the session and facilitate the discussions. The sessions will be held near the catering area, so therefore, you can expect to have a dynamic movement of the audience.

## 5 Poster Sessions

As in the past Congress, the posters will be printed and arranged for exhibition by CIMAC. This will be organized and exhibited in the Exhibition hall.

Three poster sessions are scheduled for Tuesday, Wednesday and Thursday (see Final Program) for assessment purposes.

**Please note that the poster session jury will visit your posters on your scheduled slot (day) anytime during the session breaks, i.e., between 10:30-11:00, 12:30-13:30 and 15:00-15:30.** Therefore, to explain your poster to the jury you should make sure that you are available near your poster during that those times.

## 6 Annex for Presentations

This is an example slide to show appropriate ratios of type size to frame size and appropriate amounts of material. **It is NOT a template that has to be used, you are free to use your company's slides or other templates.**

HEADLINE – CIMAC Congress 2019

Sample in title caps

- **Main points separated by one blank line**
  - Intent short sub bullets
  - Avoid full sentences – use key words only
  - Shorten all points, deleting words
- **Boldface improves readability**
  - Standard typewriter text is unreadable
  - Plain text is readable if this size (20-24 points)

A picture may help to highlight a message

A second headline may help to structure the slide

- Max. 3 – 4 key points per slide
- Brief KEY MESSAGE or CONCLUSION at the end

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For font size in A4 format, use between 20- and 24-point (about 7 - 8.4 mm high).