

Presentation Guidelines

1. General information

The ISD presentation sessions are scheduled in groups of 3-4 papers. The time slots that are allocated to each paper are as follows:

- 20 minutes for the presentation;
- 8 minutes for questions and discussion;
- 2 minutes for the switch between presenters.

ISD encourages the use of PowerPoint for presentations. To help you prepare for a successful presentation, these guidelines offer some hints and suggestions.

2. How to prepare your PowerPoint presentation

Select the key points only for each of your PowerPoint slides. Keep the amount of information on each slide to a minimum. Use a standard font such as Times Roman, Ariel or Tahoma, and a relatively large font size so that the information is readable from the back of a relatively large room.

While you can insert images directly into your PowerPoint presentation, try to keep these to a minimum. Images that are created at a dpi setting higher than 75 dpi are not necessary and will only increase the file size of your presentation. JPG images are the preferred file format for inserted images.

Use of animation also needs to be restricted. Although animation can enliven a presentation, it may also be distracting and annoying. If you plan to animate various components in your presentation (slide titles, graphic elements, bulleted text, etc.), try to be as consistent as possible.

As a rule of thumb, the number of slides in your presentation should be less than the presentation time allowed e.g. 10 slides for a 15 minute presentation allows you to speak for 1.5 minutes for each slide.

Practice your presentation to check on clarity of ideas and timing e.g. as a department seminar for your academic colleagues and Ph.D. students.

It is best to bring a paper copy of your presentation with you to the conference as well as the PowerPoint file.

3. Final preparations before you present

Plan to arrive to the room at least 15 minutes before the session begins. Take time to familiarize yourself with the set-up of the room. The presenter is the one who controls the advance of the slides during the presentation.

Check in with the Session Chair and take time to go over any last minute changes you might have. You, or one of your co-authors, **MUST** be present during the beginning of the session.

To keep the program on schedule you need to load your PowerPoint presentation in the break before your session.

Each session room will be equipped with a computer and a projector.

4. Delivering your presentation

When presenting, make sure that you speak slowly and clearly. Please address the audience when you are speaking and avoid reading from the slide.

If your topic allows or if you have enough time, you may consider involving the audience by asking questions. This is a great way to keep the audience interested in your presentation.

Try to relax and have fun when you are up there. Include stories where relevant to illustrate your key points.

Bear in mind to keep to time that is allocated to you. The Session Chair will indicate when you have 5 minutes and then 2 minutes of your allocated time left. When the Session Chair signals that your time is up, you need to start talking quite quickly.

Bring spare copies of your Business Card to exchange with scholars who are interested in follow up conversations about your research.

You have been allocated 8 minutes for discussion. In addition to answering questions about your paper it is a unique opportunity to gain insight into your audience's understanding of your presentation and to gain feedback on your ideas, theories, and paper.

5. Notes for users of Apple computers

Ensure that your presentation is compatible with the Windows-based platforms and systems.

Please use common image formats that are cross platform compatible such as JPG, PNG, GIF, and BMP.

You are kindly asked to use common cross platform compatible fonts such as Times New Roman, Arial and Courier. As it may be necessary to save your presentation on a Windows-based system, many custom Mac fonts will not be shown properly. Use simple entry animation effects, such as fly in/out, appear, and dissolve. Finally, be sure to use .PPT extension for PowerPoint files and .PPS for the PowerPoint slideshow.