

Guidelines for Preparation of Presentations

Power Point is the preferred program for presentation slides. All presentations must be submitted before 15 September, 2018.

Style Guidelines for Presentations

Time Schedule: The total time allocated to each presentation is 20 minutes (15 minutes for presentation and 5 minutes for questions and discussion at the end of presentation). The author must present at the time of the session in which the paper is scheduled to be presented. A “speaker timer” is used on the podium to maintain the schedule.

Commercialism: Commercialism in the presentation (e.g., references to trade names, company names, product names, etc.) must be avoided. The Session Chair has the responsibility of stopping the speaker if this occurs.

Handouts: Handouts are not permitted.

Recordings: No recording is allowed during the technical sessions.

PowerPoint Template: Presentations should not be created using their own company templates that include logos or names embedded in the slide. The company name and logo of the presenter should be only listed **ONCE** in the presentation slides. It can be included on the title slide. This is to avoid excessive use of company names, logos, and tradenames.

Format: Simplicity is key. Below are some recommendations for preparing your presentation.

- Fonts and font sizes used for text and numbers must be readable in a large presentation room.
- Recommended fonts are sans serif such as Arial or Helvetica. The minimum font size should be 20 point. (It is not binding to use only these fonts any other font can also be used.)
- Tabulated data: Graphs, bar charts, or curves are easier to follow.
- Graphs: **no grid lines**; on ordinate and abscissa lines, show small hash marks for main units only.
- Identify ordinate and abscissa parameters simply: for example, I for current, E for voltage, T for time, etc. If you use words, do not exceed one word each. No more than **3 curves** on one slide. Preferably, each curve should be a different color; if black and white, each curve should be different, e.g., solid line, line of dashes, line of dots and dashes. Simple identification of each curve.
- A combination of upper- and lower-case letters is more legible than all caps.
- Use **light** color lettering against **dark** background or vice a versa; letters should **contrast** with background.
- Use **landscape** orientation for all slides.