

## Instructions for oral presentations

**Each oral presentation has been allocated a time slot of 20 minutes**, including questions and handovers.

This means that your speech must be at most 15 minutes long in order to allow questions and discussion after the presentation. Please do not forget that some time is needed also for walking to/from the podium, setting up the microphone (only in large rooms), and the introduction of the speaker by the session chair. The session chairs have been instructed to *terminate overrunning presentations* in order to ensure that every presenter has the same amount of time. If you exceed your time, you risk missing the chance for questions or even completing your presentation. So, please practice the timing in advance!

The APCC2008 lecture rooms are equipped with a data projector and a computer to which your presentation should be copied (either from a CD-ROM or a USB memory stick) during the break **before the session**. After transferring your presentation to the lecture room computer, please make sure immediately that the file opens correctly. The session room computers are equipped with a Windows™ operating system and the most common (basic) programs, i.e., Microsoft Office™ and Adobe Reader™ and players, i.e. Windows Media Player™ and Real Player™. Installation of any additional player software or codec is not supported. Only for very special needs, usage of presenters' own laptop is allowed.

**Make sure that your slides are readable**, i.e., when preparing your presentation, use sufficient large font sizes (at least 20 pt), and avoid color combinations with poor contrast. Pay special attention to diagrams and graphics so that they appear readable. Presentations should be either in Microsoft PowerPoint™ or Adobe PDF™ format.

Presenters should arrive in the session room at the latest 15 minutes before the start of the session in order to set up their presentation, meet the session chair, and to provide a short biography (3 - 5 lines) for the introduction of the speaker.

Please stay in the session from start to end, in case the attendees would like to discuss with you individually after the session.

## Paper presentation recommendations

Below are some guidelines to help you prepare an interesting and valuable presentation, and to make a memorable and fascinating conference. The purpose is to make the audience interested in your paper. Therefore:

- Make a clear introduction, body, and conclusion. Summarize the key points in the conclusion. Explain what your work consists of and why it is significant. *Concentrate on the main ideas, achievements and results*. Avoid too much mathematics; it can be read from the paper.
- Use visuals. Visuals are a valuable asset to your presentation if they are prepared and presented well.

- Avoid reading your speech. Use slides as reminders that allow you to speak you're your memory for one or two minutes without referring to your notes.
- Face your audience. Make eye contact with the audience and engage them in you speech.
- Less is more. Centre your speech on the unique features of your work. Provide enough contexts to allow the audience to follow your presentation. This leaves more time for interactive questions and answers.
- You are an expert and you have a passion for this work – show it!
- Speak clearly and sufficiently slowly. If English is not your first language, it is recommended that you practice your presentation with your colleagues.