



NOTES FOR CONFERENCE SPEAKERS

General Notes for Speakers

Final submitted papers to be presented at the conference will be eligible for consideration for publication in the listed Journals of the conference and for the Best Paper Award.

Conference Speakers who did not submit their presentations online as directed will need to hand it over to the conference facilitators at least 2 hours prior to the planned presentation. Speakers are responsible for bringing their PowerPoint presentation with them on a memory stick and giving it to the conference facilitators of their assigned session/track.

Each presentation will be strictly 20 minutes and 10 minutes will be devoted for questions and answers.

Points for Effective Conference Presentation

1. Try not to speak too fast.
2. Keep it simple. Short sentences are most easily understood.
3. In a 20-minute presentation you can only make a limited number of points. Be clear about what is important, and do not attempt to do too much.
4. Try to highlight the main points of your talk in your PowerPoint presentation.
5. Use the Arial or Helvetica fonts because they are most easily read from a distance.
6. Help your audience to concentrate. When pointing to details on the projection screen hold the pointer as still as you can on the detail being indicated for a couple of seconds. Do not wave the pointer about on the screen. Be sure to point only at the screen if using a laser pointer.

Additional Guidelines on PowerPoint Presentations

1. Visual aids should generally be bold and simple – audiences cannot take in too much information when they are listening at the same time.

2. Make sure that every slide makes a point, and do not pad your presentation with unnecessary slides – it is a sign you are insecure.
3. Leave the slide on the screen long enough for the audience to absorb its contents.
4. Ensure your text is legible: use a large font size (24 point or bigger).
5. Do not put too much text on one slide. The ideal maximum number of words is 30-35 per slide. If you have several points to make, spread them over several slides rather than on one slide.
6. Use lower and upper case characters in text rather than simple block letters.
7. Use line weight, style, symbol, etc. to convey important information, but do not use too many variations.
8. Maintain consistency in images, legends, colours, etc.
9. Check for misspellings.
10. You may want to use the background colour to link points together and to change colour when you change topic.
11. Don't forget to summarise the main points of your presentation at closing

Some Final Suggestions - Before and After the Session

In addition to the points mentioned above, here are some further suggestions regarding what to do before and after the session:

1. Make yourself known to the session/track chairperson, and facilitators and any one providing technical help as soon as possible
2. Try out the equipment in the conference room beforehand, so you know how to switch equipment and lights on and off, use of the mouse, pointer, etc.
3. Run through your PowerPoint to make sure it works, and if possible stand at the back of the room to check that the text is legible.
4. Take a watch or clock with you to keep time
5. After you have given your paper, try to get advice from someone on how you might have improved your presentation.
6. Finally, there is the possibility that papers from sessions may be suitable for publication in the listed Journals of the conference. Any conference paper being considered for publication in these any of these Journals will be subject to the normal editorial conditions, including external peer review.

