



## **Guidelines for Oral Presentations \* – ISSWOV 08 Conference**

### **1. Please be on time**

It is very helpful for session participants to meet 10 minutes BEFORE the session starts so that everyone can be introduced, the equipment can be checked, handouts can be distributed, and so on. Please come early to your own session. At the very least, your arrival relieves the chair of the anxiety of worrying whether you are there or not. It also means the session can start on time.

### **2. Effective management of your presentation time**

All sessions are 90 minutes long. The rule of thumb is:

- Three-paper sessions: 22-25 minutes each paper
- Four-paper sessions: 17-19 minutes each paper
- Five-paper sessions: 13-15 minutes each paper

Please keep to this timetable as closely as possible. It is highly unfair to the other speakers if one speaker takes up more than his/her allotted time.

### **3. Effective presentations**

We ordered laptop computers and computer projectors. Bring your presentation on two carriers: Disk On Key and CD. "Disk On key" (thumb drive) is the preferred carrier for the presentation. Please bring a CD only for a back-up.

To figure out how many slides you can reasonably present within your time slot, divide the number of minutes you have by two (that is, if you have 15 minutes, prepare about 7 or 8 slides).

Your slides should use a minimum of 18-20 point font in order for your text to be seen from the audience.

### **4. Bring handouts**

We suggest that you bring about 30 copies of a summary of your paper to the session as a handout. The handout should be no more than 2-3 pages in length. Printout of the presentation in a format of 6 slides per page is most favorable. The paper title, author(s) and their addresses should be at the top, along with the session date and time. These handouts should be distributed by the chair and/or the authors before the session starts, with the extras left at the entry doors so that people coming in to the sessions can pick up the papers.

Please do not rely on last minute photocopying at the conference venue. There is only a small Business Services Office at the Hotel and photocopying will cost 50 cents a sheet.

(\*) Adopted from the Academy of International Business Guidelines with changes



## **Guidelines for Poster Presentations\*\* - ISSWOV 08 Conference**

### **1. Make the Poster Readable from a Distance of at least Five Feet (approximately 160 cm).**

For everyone to be able to read your work, it is very important that you use a font large enough for this purpose. A general rule of thumb would be to use a font size of at least 20.

### **2. Use Bullet Points to Maximize Information.**

The temptation with posters is to cut and paste parts of the paper, or to talk in full sentences. Unfortunately, this is an inefficient way to convey the information. Bullet points help organize and convey a lot more information in a shorter space.

### **3. Provide Only the Key Points.**

Avoid the temptation to post excessive information on a poster. Even though people interested in your poster have the opportunity to read it for extended periods of time, it does not mean they want to. Most people only have time to get the main gist of the information: what you did, why it is important, and what it means. Provide only the key points that readers will be most interested in—additional information can always be obtained in the full paper.

**4. Do not prepare more than 12 pages to post** (guideline: 1 for the title page and Abstract, 3 for the Introduction, 2 for the Method, 3 for the Results, and 2-3 for the Discussion).

### **5. Try to Interact with Your Audience.**

One of the great elements of the poster presentation is the opportunity to interact with other participants. Avoid the temptation to walk around the poster session or to leave your poster for extended periods of time.

You should anticipate being at your poster for the entire session. Show up on time, and don't leave early.

### **6. Prepare handouts**

Bring at least 20 copies of one-page handouts of your presentation. Prepare your handouts such that you have 6 slides on the one side of the page, and 6 slides on the other side of the same page. Remember that people don't want to carry pages of materials back home.

### **7. Remember:**

Bring your own adhesives or materials for hanging poster. We suggest thumbtacks. Only a couple of boxes will be provided. You don't want to rely on the generosity of your fellow presenters, so be sure to bring your own. We would like to remind you to put the thumbtacks in your checked luggage, not your carryon baggage.

(\*\*) Based on SIOP guidelines.