Presentation guidelines

Guidelines for preparing your oral presentation

Presenters in all sessions are required to use digital projection of a PowerPoint presentation. PowerPoint presentations should be prepared for use with **PowerPoint 2016** (or earlier version) on a **PC** running Windows 10. If you have developed your presentation with an earlier version of PowerPoint, or have developed it on a Macintosh platform, it SHOULD project properly, but we strongly encourage you to preview it on a PC BEFORE arriving at the meeting to ensure that it will project properly. Projectors and screens with a **16:9** aspect ratio will be used. Please remember to create or adapt your presentations using **16:9** aspect ratio.

The presentation of a slide talk or computer presentation is quite different from the presentation of the same information in an article. Keep in mind that you have only **20 minutes** for your presentation and **5 more minutes** for discussion with the audience (Questions and Answers period).

Instruction for giving your oral presentation

Presenters in all sessions are required to use digital projection of a PowerPoint presentation.

1. Arrive at least 10 minutes prior to the beginning of your session and (i) introduce yourself to the chairpersons, and (ii) upload your presentation on the room PC.

2. The electronic projection equipment provided in each room will include a PC equipped with Windows 10 and PowerPoint 2016. Please bring a backup of your Power Point presentation to the meeting on a **USB Memory Device**. It is highly recommended if you are a Macintosh user to test your presentation on a PC to verify it converts to WINDOWS format accurately. There will NOT be any MAC equipment available. There is a microphone at the podium but this may not be needed given the size of the room. A laser pointer is also available.

3. Schedule. **No scheduling change can be made**. You have been allotted a total of **25 minutes**, including Discussion/Q&A. The chairpersons have been instructed to require all speakers to adhere to this limit. The chairperson will remind you when you have spent 17 minutes on your presentation (i.e. 3-minute warning).

4. Should unexpected circumstances prevent you from making your presentation, you must arrange for a substitute to present your paper and you must notify us (lce2019@purdue.edu).

Typical presentation room