



# IPeM conferences

## GUIDELINES FOR PRESENTERS

Below are a number of key points that experienced presenters have passed on to us in order to ensure that the conferences are as informative and interesting as possible.

### **Advance preparation**

- **TIMING** is very important. Find out how long you are expected to speak for and **NEVER** exceed this limit. This is particularly important for scientific conferences with a full programme.
- **PRACTICE** all aspects of your intended presentation which will help work out its exact length and whether some slides need to be cut out.
- 100 words per minute is about right for oral presentations. Remember that your audience will not only have to take in what you are saying, but also what is displayed on the screen. You understand and know what you are saying but the audience require time to absorb it.
- Try not to read from a written text as this can make engaging the audience difficult, and sometimes make it difficult for them to understand you.

### **On the day**

- As early as is convenient, check the lecture room and the equipment available to familiarise yourself with the surroundings.
- If you have any changes to make to the presentation the organiser already has, please find them as soon as possible to arrange this.
- If you have any special requirements, contact the conference organiser early so that they can cater for your needs in advance to avoid a panic on the day.

### **Layout and slide preparation**

- Simplicity is the key.
- For a 15 minute presentation ideally you should include no more than 12-15 slides (depending upon the speed with which slides are revealed) and only include information that is essential to convey your point.
- Legibility is important – use large fonts (20+) on PowerPoint.
- Limit each slide to one main idea and try not to have different topics on one slide.
- In PowerPoint keep to a simple pattern of making the text appear – do not try out all possible methods of having the text fly in.
- Use duplicates if you need to refer to the same slide more than once in your presentation, so that you do not have to go back in a presentation.
- Leave space - at least the height of one capital letter between lines of text.
- For graphs, make curves reasonably prominent. Axes and labelling should be clearly visible, but relatively inconspicuous.
- Avoid backgrounds with high contrast or designs that conflict with the information presented. Simple muted pastel designs or textures are ok. Avoid clashing colours, but careful use of a limited palette of colours can enhance the appearance of a presentation.
- When importing graphic images, file formats jpg and png work best. For jpgs try “compressed” and “best quality”. Note that 1024 x 768 pixels are sufficient for a full screen projected image, and smaller images should be sized in proportion. There is no improvement with more pixels which only serve to make the presentation load and run more slowly.
- It is best not to repeat verbatim all of the text projected on the screen. The slide should enhance what is spoken – not be an exact copy. Ideally the oral presentation should develop and add detail to the projected diagrams, pictures and notes.
- A slide should save you a thousand words, not require 1000 words to explain. Use several simple slides rather than one complex one.