



MEMS 2011 Conference Oral Presentation Guidelines

1. The Session Chair will have your name and affiliation to use for your introduction. Please assist the Session Chair with the correct pronunciation of your name. If you want to review or add any information, please meet with the Session Chair prior to your session.
2. You are required to be present at the times listed below, to meet with the Session Chair and the Audio Visual Technician to connect your laptop and answer any questions that you or they may have. You will find them near the stage.

Monday, January 24	Tuesday, January 25	Wednesday, January 26	Thursday, January 27
Plenary I 07:25 - 07:50	Plenary II 07:30 - 07:55	Plenary III 07:30 - 07:55	Session X 10:00 - 10:25
Session I 07:25 - 07:50	Session IV 07:30 - 07:55	Session VII 07:30 - 07:55	
Session II 10:00 - 10:25	Session V 10:00 - 10:25	Session VIII 10:00 - 10:25	
Session III 14:40 - 15:05	Session VI 14:50 - 15:15	Session IX 14:40 - 15:05	

3. If you want to check your presentation (test run) you will need to come either in the morning (07:00 - 07:30) or during the lunch break prior to your session. Tests will not be done 35 minutes prior to the beginning of a session. This time is dedicated for connecting computers to the switcher ONLY.
4. You are required to bring your presentation on your own laptop computer. In addition to bringing your own computer, please bring your presentation on a USB flash memory stick. This will be used as a back-up in case your own computer has a problem. The complexities of software compatibility are such that the Conference is unable to guarantee that your presentation will be delivered correctly if you elect not to bring your own computer, especially if your presentation uses features such as embedded animations, video clips and sound.
5. **IMPORTANT** - ALL laptops **MUST** have the sleep mode turned OFF prior to connecting to the switcher. This will save time at the podium.
6. For MAC users please make sure you are familiar with your settings to send the signal to the LCD projector (i.e. mirror image). If you are not, please make sure that you meet the AV tech prior to the 30-minute set-up period.
7. A laser pointer and a lavalier microphone will be provided.
8. It is critical that talks are kept on time. Please remember to strictly observe and not exceed your allotted time.
 - Invited 35 minutes for presentation and 5 minutes for questions
 - Oral 15 minutes for presentation and 5 minutes for questions

A timing light will assist in keeping the program on schedule. The AV technician will be responsible for programming and resetting the light.

9. Your Session Chairs will make sure that your presentation time is **STRICTLY** observed. Attendees highly value the chance for Q&A after a presentation, and so we ask that you ensure your presentation fits within the allotted time. We provide the following suggestions to help keep your talk on time.
 - a. The Session Chair will read the title of your talk and introduce you. We would discourage you from lengthy repeating of the title, or reading the list of authors
 - b. You should avoid lengthy outline, introduction, acknowledgement and conclusion slides.
 - c. Remember that it will take a little time to set up your AV and introduce your talk. You should account for this time in your presentation.
10. Please **REPEAT** all questions after they are asked. Often the audience does not understand or hear the question and it is extremely useful for the question to be repeated.

PowerPoint Presentation Guidelines

In order to maximize the visibility of your presentation, we recommend that you use color carefully.

1. Backgrounds should be white or light in color.
2. Text should be in black and should be in Arial or a similar font.
3. Color may be used in schematics, graphs, illustrations and photographs when it adds to the clarity of the presentation.
 - Not all colours are equally visible when projected. Bright red, blue, green and orange are easiest to see. Avoid yellows and light or pastel colours that are not easily seen on a clear background, except possibly as a local background in a boxed area.
 - Use extra-wide line widths for color lines. Use a minimum line width of 2-point for lines in drawings
4. Placing a corporate logo in the border is acceptable, so long as it doesn't consume valuable screen area.

The guidelines for font style and sizing in electronic presentations are as follows:

1. Arial font is strongly preferred. Arial font has an equal line width for all parts of all characters and projects clearly. Furthermore, it is available on Microsoft PowerPoint. If you do not have the Arial font, then choose a simple font, such as Helvetica.
2. The recommended font sizes are
 - 36 point for titles
 - 30 point for sub-titles
 - 26 point for major bullets
 - 24 point for indented bullets
 - minimum 20 point for text on illustrations, graphs, figures, etc.

Note: text smaller than 24 point will be difficult to read from the back of the room.

3. Keep each slide simple. It is better to use a large font and two slides than to use a small font in order to squeeze your message into one slide!