



MEMS 2012 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. All computers **MUST** be connected **BEFORE** the session begins. You will find them near the stage.

Monday, 30 January	Tuesday, 31 January	Wednesday, 1 February	Thursday, 2 February
Plenary I 08:00 - 08:20	Plenary II 08:00 - 08:20	Plenary III 08:00 - 08:20	Session X 10:30 - 10:50
Session I 08:00 - 08:20	Session IV 08:00 - 08:20	Session VII 08:00 - 08:20	Session XI 10:30 - 10:50
Session II 10:40 - 11:00	Session V 10:30 - 10:30	Session VIII 10:10 - 10:50	
Session III 15:30 - 15:50	Session VI 15:10 - 15:30	Session IX 15:30 - 15:50	

3. If you want to check your presentation (test run) you will need to come either in the morning (07:30 - 08:00) 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. We recommend that you have the back-up in its original file format as well as Acrobat (i.e. pdf), which ensures the highest likelihood of compatibility with another system if needed. 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. Also be sure to bring your dongle for connecting to a VGA cable for the projector. The Conference will **NOT** have any available.

Reminder - For those that live outside the country, please remember to bring your own power adapter.
The Conference will **NOT** have any available.

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.
Plenary 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!

When Creating Your Presentation

View it 4 feet away from your laptop
or computer screen

As a General Rule:

If you cannot read the text from that distance, your audience **WILL NOT** be able to read it on a large projection screen.

Example of bad text position

Be Sure To Leave a Safety Zone

Projectors often “over shoot” the screens

Leave a 10% safety margin when using text



Example of bad text position

Example of bad text position

Example of bad text position

10% safety margin

8 Point Arial Font

10 Point Arial Font

12 Point Arial Font

14 Point Arial Font

16 Point Arial Font

18 Point Arial Font

20 Point Arial Font

24 Point Arial Font

28 Point Arial Font

32 Point Arial Font

36 Point Arial Font

40 Point Arial Font

44 Point Arial Font

48 Point Arial Font

Font Sizes

Font sizes above 18 point are
Generally acceptable

Font and Background Colors

Yellow shows up well on blue and black backgrounds

White shows up well on blue and black backgrounds

Black text on blue background **doesn't show up well**

Blue text on black background doesn't show up well

Red does NOT show up well on blue and black backgrounds

Magenta does NOT show up well on blue and black backgrounds

On Your Presentation Day

The native resolution for projectors is typically 1024 x 768

Set your computer resolution to this.

(yes, we know it doesn't look as good as it usually does on your laptop screen but it will fill the screen)

Bring your computer's power cord

Turn off all screen savers and Power Save Mode

If you are a Mac user, bring your VGA dongle

(this is used to connect to the projector VGA cable)

Show up **15 MINUTES BEFORE** your session starts and talk to the AV technician about your requirements

Back up your presentation on a flash drive