GENERAL GUIDELINES

Language
English is the official language of all presentations. All paper slides must be checked for grammar and spelling.

Format
Slides shall be in Microsoft PowerPoint (1997-2003) format.

Size
The font used for overhead slides and PowerPoint slides should be LARGE, clear, and visible from 50 meters away. 28-point font should be fine for regular text; headings should be larger. Ideally, handouts should be written in 12-point font or larger.

Style
Select an easy-to-read font. Make certain that background and text color do not conflict (e.g., avoid blue-on-red, etc.). Also be sensitive to good and bad color combinations for people who suffer from color-blindness. More details are in the poster section above.

Content
Keep the amount of text per slide to a minimum, so that delegates can listen to your words whilst viewing the slide. Let the slide text complement your words, rather than duplicate them precisely.

Length
A typical presentation is twenty (20) minutes, followed by about ten (10) minutes for questions. Please be sensitive to the time and help your session stay on schedule. Therefore, your presentation should not exceed twenty (20) slides inclusive of charts, diagrams and references.

If a presenter has not finished by the twenty (20) minute limit, the session chair will pass a warning note to the presenter. If the presenter still has not finished by twenty two (22) minutes, the chair will intervene and stop the presenter so that the next paper may proceed.

Think visual
There is no template for this conference. As much as possible, use visual aids rather than text to communicate ideas. Use graphs, charts and/or tables (color if possible) to show results. Color is an important tool for making your slides visually interesting and for presenting concepts strategically.

Biography
Please provide a brief (25-50 words) biography for use by your session chair to introduce you.
**Session chairs**
Session chairs are responsible for introducing each paper presenter during the panel session (name, academic affiliation/position—if applicable, brief scholarly achievements—if applicable, and paper title), moderating comments/questions for paper presenters, monitoring the time for each presenter (which includes reminding each presenter of the time limit before the session), opening and closing the sessions in a timely fashion, and making sure that paper presenters submit their papers to commentators in a timely fashion before the conference (if applicable).

It is critical that chairs keep sessions running on time and reserve enough time for questions/comments and responses. Presenters on panels with three (3) papers need to finish within twenty (20) minutes each. If papers reach the twenty (20) minute time limit, chairs are responsible for giving the presenter a warning. This may be done by passing the presenter a note. If the paper has not finished by twenty two (22) minutes, the chair is responsible for stopping the presenter and continuing to the next paper.

**Audience**
Please remember to be prepared and organized, understand your audience, and customize your presentation to their interests. Tell them what you will be speaking about, then speak about it, and then summarize.

Pay attention to your audience and their reactions to see if they are following along or need to have something reiterated or clarified.