

Guidelines for Presenters

Limited Time

You are allowed 22 minutes for your presentation, and 7 minutes for questions. These time limits are **VERY STRICTLY** enforced, in order to facilitate parallel presentations. Please practice your presentation with a clock, so you have time to stress your important points. Consider using the timer facility in PowerPoint so that you can easily stay within time limits.

Commercialism

Presentations shall NOT be a sales promotion of any organization or of specific products or trade names. Corporate logos, product names, and trademarks are highly discouraged and should be avoided. Competitor badgering of any kind is unacceptable. Marketing benefit is obtained through demonstrating your expertise and having your name and contact information published with your paper.

Preparation

Speakers should properly prepare their presentations with clearly defined goals and expectations. All successful presentations will have a clear opening statement, and a dynamic review of conclusions and closing remarks. The best attention getter is to begin with a case study or a serious problem and then to show how you can draw on your science to develop solutions. The body of the presentation should be free flowing to maintain audience interest. Fully read papers and presentations can be monotonous and should be avoided. People who attend the conference should benefit more than people who only read the Proceedings.

Audience Appeal

Two thirds of the evaluations we have received mention a preference for practical information. Equations, if used at all, are best left to the written material. The researcher has to be the one to make the connection between the research and the real world - because he is the one who knows. You can expect this audience to be very knowledgeable and

interested at quite a high level, but you cannot expect it to extrapolate from pure science or math. Even academics, if they are not in your particular field, prefer that you do the intellectual work of developing the application technology. *Enthusiasm is key.* Use your 22 minutes to capture and retain the audience's interest with case studies and practical applications of your science or technology. *Participants have an option to go to a different presentation, so you need to hold their interest.*

Visual Aids

The use of high quality PowerPoint slides, including colour and animation is very effective at maintaining audience interest. Good slides can *easily* be read when printed 6 to a page – please check. Please learn to “point” via Powerpoint, so everyone can see your indications. www.avwtelav.com has an excellent illustrated guide to good slides. Look for Tips and Tricks on the right side of the screen.

Deadlines

PowerPoint slides that are to go on the Seminar Proceedings CD (along with or instead of a written paper) must be received by **July 31st**. PowerPoint slides that are just for the oral presentation should be provided to the audio visual person **by October 22**, by email or via the link below:

Sending Large Files to CMVA.

Go to this link: <http://www.yousendit.com/>

On the left hand of the screen there is a tab that says "Services"
Select the "Light" version
Click on "sign up today" and sign up for an account. An account activation email will be sent to you and just follow the links.