



## **GUIDANCE FOR SPEAKING AT iPRES 2016**

### **Speakers Lounge**

The Speakers Lounge is a quiet room where speakers can review their presentations or make last minute alterations if needed. No laptops are available in the room so you will need to bring your own.

There are signs showing the location of the Speakers Lounge or just ask at the infodesk for directions.

### **SHORT AND LONG PAPERS, PANELS**

To enable the staff to handle the technical aspects in an efficient way, all presentations should be prepared according to the guidelines below. It is essential that:

- The correct format is used.
- The presentation is handed in **at least 2 hours before the beginning of your session** (it is recommended that you deliver your presentation the day before the session if possible).

### **Session rooms (Congress 1 and 2)**

Each session room is equipped with:

- Projector
- Screen (16:9)
- Lectern with microphone
- Laptop with operating system Windows 7
- Speaker monitor
- Remote control for PowerPoint incl. Laser pointer
- Free Wifi
- Microphone (at least one) from which the audience can ask questions
- Signs indicating “You have 5 minutes”, “You have 2 minutes” and “Stop now”

### **Presentation guidelines**

#### ***Language***

All presentations must be held in English.

#### ***Presentation Format***

Use Microsoft PowerPoint 97-2010 (\*.ppt), OpenOffice Impress 1.0 – 3.4 or Adobe PDF to guarantee your presentation will open successfully on an on-site PC. If you use MS PowerPoint, we recommend that you save your PowerPoint presentation using .ppt-format and not .pps.

All presentations will be presented in a resolution of 1920x1080 pixels resp. 16:9 (landscape). Use high contrast lettering and fonts with a minimum size of 32pt and high contrast layouts like light text on dark colours.

#### ***Pictures***

- JPG images are the preferred file format for inserted images.

- GIF, TIF or BMP formats will be accepted as well.

Images inserted into PowerPoint are embedded into the presentations. The resolution of pictures between 72 and 200 dpi is sufficient. Larger files would only increase the file size of your presentation. The maximum file size of images should not exceed 250KBytes.

### ***Movies / Videos***

Because of the many different video formats support cannot be provided for embedded videos in your presentation; test your presentation with the on-site PC several hours before your presentation. Generally, the MPEG-1 and WMV format should work with no difficulties. The file size should not exceed 50 MB.

Movies or videos that require additional reading or projection equipment (e.g. VHS cassettes) will not be accepted.

### ***Fonts***

Only fonts which are included in the basic installation of MS-Windows 7 will be available. Use of other fonts not included in Windows can cause the wrong layout / style of your presentation. Suggested fonts: Arial, Times New Roman, Tahoma.

If you must use different fonts, these must be embedded into your presentation.

### **Transfer of your presentation**

Check the *Online Conference Schedule* to see in which room and in which session your presentation takes place: [https://ipr16.organizers-congress.org/frontend/index.php?page\\_id=1151&v=List&do=0&day=52](https://ipr16.organizers-congress.org/frontend/index.php?page_id=1151&v=List&do=0&day=52)

Accordingly submit your presentation to the technical booth in room Congress 1 or in room Congress 2 during break times. There will be volunteers and technical staff to assist you.

Use the following medium to submit your presentation:

- USB memory stick
- Save all files associated with your presentation (PowerPoint file, movie/video files etc.) to one folder/location

The technical staff will transfer your presentation to the lectern in your session room.

In the event that you have more than one presentation during the conference, save the different presentations in different folders and name them clearly to avoid any misunderstandings.

Always make a backup copy of your presentations and all associated files and save them on a separate portable device.

### **Recommendations**

Here are a few suggestions to make your presentation successful and understood by everyone.

#### ***Do's:***

- Present a shortened, summarized version of your paper
- Use a simple, concise PowerPoint slide show to illustrate and support your presentation
- Time yourself, practice beforehand so your presentation ends within the allotted time. Long papers last 30 minutes with 20 minutes presentation and 10 minutes questions and discussion. Short papers last 15 minutes with 10 minutes presentation and 5 minutes questions and discussion. The *Online Conference Schedule* shows the allotted time of the single papers in the single sessions: [https://ipr16.organizers-congress.org/frontend/index.php?page\\_id=1151&v=List&do=0&day=52](https://ipr16.organizers-congress.org/frontend/index.php?page_id=1151&v=List&do=0&day=52)

**Don'ts:**

- Do not read your paper.
- Do not attempt to include every number, statistic, and data from the complete paper (it can be read in full in the proceedings).
- Do not rush, your audience will not understand you.
- Do not use idiomatic or other expressions likely to be unfamiliar to an international audience; if you are using acronyms or sets of initials, explain what they stand for.

**Other information**

Be at the session room 10 minutes before your session starts to meet the Session Chair (or in case of a Panel to meet your Panel Leader) and familiarize yourself with the technical and other equipment.

**Using your own laptop for a presentation is not possible.**

**All speakers are requested to adhere to the timings set for their presentations.**

**POSTERS**

Dimensions of the posters must stay within 118 cm x 100 cm (46 in x 39 in), in either landscape or portrait orientation. The standard A0 size is preferred. Posters that exceed the indicated dimensions will not fit on the poster walls and cannot be displayed.

Posters will be displayed for the entire duration of the conference and presented to the participants during the poster exhibition.

**Poster walls**

Bring your poster to the conference directly. The poster walls will be numbered. Check the *Online Conference Schedule* to know which number your poster has: [https://ipr16.organizers-congress.org/frontend/index.php?page\\_id=1151&v=List&do=0&day=52](https://ipr16.organizers-congress.org/frontend/index.php?page_id=1151&v=List&do=0&day=52)

Hang the poster up on the appropriate poster wall yourself. Material will be available. The Poster Chairs will assist you.

**One Minute Madness Session**

Be at the session room 10 minutes before the session starts and follow the guidance of the Poster Chairs.

For technical details of your 1 slide presentation see Presentation guidelines above.

**WORKSHOPS, TUTORIALS**

Check the *Online Conference Schedule* to know in which room your workshop or tutorial takes place: [https://ipr16.organizers-congress.org/frontend/index.php?page\\_id=1151&v=List&do=0&day=52](https://ipr16.organizers-congress.org/frontend/index.php?page_id=1151&v=List&do=0&day=52)

Each room is equipped with:

- Projector
- Screen
- Flipchart
- Free Wifi

Bring your own laptop with you – no laptops will be provided for workshops and tutorials. At the conference venue Microsoft products are used. If you use other products don't forget to bring your own adapters.

The rooms are equipped with enough chairs (theater seating). No tables are available.

Bring all your printed and online material with you. The conference venue does not provide any printing or copying facilities.

For technical details see Presentation guidelines above.

## **Recommendations**

Here are a few suggestions to make your workshop or tutorial successful.

### ***Do's:***

- Plan ahead for the equipment you will need for your workshop/tutorial and bring it all along to the conference venue.
- If you use handouts or other materials, bring enough copies for all participants and a couple extra.
- Determine your goals: what are the desired learning outcomes and how should they be achieved; how can they be evaluated at the end of your session?
- Plan your agenda and time – your workshop/tutorial last for 3 hours plus a 30-minute break – and please stick to the timetable.
- Get in touch with the participants in advance – you will receive the list of registered participants from the conference organisers. You can inform your audience about technical requirements (e.g. software installed beforehand), required reading or other homework they should prepare beforehand.
- Ask the participants to evaluate your workshop/tutorial at the end of your session to receive feedback and suggestions for improving your event.

### ***Don'ts:***

- Do not fill your session only with presentations, try to engage the audience through discussions, feedback rounds, tests, quizzes, etc.
- Do not lose your audience – check regularly that they are still connected with your topic, encourage questions and discussions.
- Do not worry if you do not have enough material to fill the whole session, seek audience's participation feedback during the remaining time.