

WEAO CONFERENCE TECHNICAL SESSION PRESENTATION GUIDELINES

LENGTH OF PRESENTATION

Session schedules allow 30 minutes for each presentation, which includes five minutes for introductions and questions from the audience, and a five-minute interval between papers. Speakers should therefore, prepare their paper to be **delivered in a maximum of 20 minutes**. Session chairs will adhere rigidly to the schedule and notify speakers when their allotted time has expired. As a guide, an average speaker can deliver one slide per minute. Therefore, for a 20-minute presentation, no more than 20 slides should be prepared.

VISUAL AIDS

The easiest way to lose the attention of your audience is with poor visual aids. They should be used to enhance your presentation. Speakers should pay careful attention to preparation of PowerPoint presentations, slides and transparencies. Enclosed are some useful tips for planning visual aids:

- Slides should be clear; they should not contain too much material or have typewritten legends.
- Company/Organization **logos are only permitted on the first and last slides** of the presentation.
- The use of PowerPoint **presentations with embedded videos, or the use of outside software is strongly discouraged**.
- The use of a data projector is standard – WEAO will provide data projectors. The computers used in the individual presentation rooms will be coordinated by the session chairs. Presenters should upload their presentations to the WEAO Conference Technical Program Submissions page in advance of the conference and should **also** have a copy available on a USB memory stick.
- **Internet or Wi-Fi connectivity is not guaranteed**; speakers should therefore not rely on access to the Internet for retrieval of presentations or use of the Internet as part of their presentation.
- Information on handling and previewing the presentations at the conference site will be forwarded by session chairs at a later date.

AUDIO VISUAL REQUIREMENTS

A data projector, computer, lectern, laser pointer, and microphone will be provided for your presentation. **Alternate A/V means are strongly discouraged.**

REMINDER: Only one speaker is assigned for each presentation.
Multiple speakers will not be accommodated.