



## MicroTAS 2011 Conference Oral Presentation Guidelines

1. The session chair will have your speaker data information to use for your introduction. Please assist the session chair with the correct pronunciation of your name.
2. You are **REQUIRED** to be present at your session 15-20 minutes before the start of your session to meet with the Audio Visual Technician and session chair 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 in each session room near the stage.
3. If you want to check your presentation (test run) you will need to come either in the morning (07:00 - 07:30 Monday, Tuesday & Wednesday and 07:30 - 08:00 Thursday) or during the lunch break prior to your session. Tests will not be done 30 minutes prior to the beginning of a session. This time is only for connecting computers to the switcher.
4. You are required to bring your presentation on your own computer. In addition to bringing your own computer laptop, please bring your presentation on a USB flash memory stick. 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 or video clips.
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 see 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.
7. A laser pointer and a lavalier microphone will be provided.
8. 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. With three parallel sessions, it is critical that talks are kept on time. Therefore, your session chair 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.