



Guidelines for Speakers

Oral Presentations

Before ISES-ISEE 2018

1. Each presentation should be 12 minutes with 3 minutes for questions, for a maximum presentation length of 15 minutes. Some symposium sessions have shorter lengths; check with your chair to confirm the presentation duration.
2. Each oral session will be 60, 75, or 90 minutes and will feature 4, 5, or 6 presentations, respectively. Each session will have a chair to manage time and moderate discussion.
3. In order to maintain consistency and allow attendees to move easily between sessions, chairs have been instructed to strictly keep presentation timing and will interrupt if the presenter exceeds the allotted time (15 minutes per presentation, including questions and discussion).
4. Prepare your slides in PowerPoint using **landscape** orientation and standard **16:9 format ratio**. You can find the guidelines [here](#) on how to change the format of your presentation.
5. Standard laptops and audio-visual equipment provided by the venue will be used in the lecture room. You will be able to operate your slides by means of a remote control.
6. All presentations should be pre-loaded on the equipment in the speaker ready room the day prior to your presentation. You should be prepared to bring your final presentation on a **USB memory stick (or other storage device)** to the conference venue.

During ISES-ISEE 2018

7. Upon arrival at the ISES-ISEE Conference venue, please check in at the Registration Desk and review the final program for possible scheduling changes in your session.
8. All presentations should be pre-loaded on the equipment in the speaker ready room the day prior to your presentation.
9. Introduce yourself to your session chairs 15 minutes before the session starts in the presentation room.
10. Staff will be available to assist you in the vicinity of all of the meeting rooms.

While Presenting

11. When speaking, make sure to face the microphone for good sound quality.
12. Make sure your presentation does not exceed the allotted time (15 minutes per presentation, including questions and discussion). Session chairs have been instructed to strictly maintain presentation times and will interrupt if the presenter exceeds the maximum length for each presentation.



Some Advice for Mac Users

- *Never use the Copy/Paste or Drag/Drop functions when inserting images in your presentation.*
*In PowerPoint, choose **Insert**:*
 - *Image*
 - *Image from file*
 - *then select your image*
- *Image formats should be JPEG or GIF*
- *Video inserted in your presentation should be in AVI or MPEG format.*
*In PowerPoint, choose **Insert***
 - *Film & sound*
 - *Film from a file*

Fonts may be different in the Mac and PC environment. We suggest that you use common fonts like ARIAL, HELVETICA, TAHOMA, VERDANA, and for symbols WINGDIGS, WEBDINGS, SYMBOL fonts.