CAM-Workshop Guidelines for Presentations

We kindly ask you to upload all presentation to the upload area on www.cam-workshop.de no later than **31st March 2019.**

Please note: CAM workshop presentations should not be focused on promoting a particular product, service or company but must provide valuable information on new and innovative diagnostics techniques or on application cases of general interest for the community. Contributions submitted for commercial or private advantage are not acceptable.

At the Symposium

A session Chair will preside over your session. The session Chair introduces speakers, monitors timing, controls discussion periods and acts as your liaison with the Technical Committee.

When it is your turn to speak, the Chair will introduce you, based on the biography that you provide. After your talk, the Chair will open the floor for questions. When the discussion period is over (five minutes), the Chair will close the floor and introduce the next speaker.

After the end of your session, you will be invited to join the other presenters of your session in the authors' corner. Authors' Corner is an additional communication and exchange offer for oral presenters and audience alike. In this setting, topics can be discussed in more detail than the discussion during the session allows.

How to Give Your Talk

Tell your story in a straight line. Make one point lead to another. Plan a series of slides that progressively reveal your subject. Build from cause to effect, simple to more complex, question to answer. People understand more easily when the subject is simply organized. Give your talk:

A beginning . . .
- Introduce your problem. What led to your work? What were your goals?
- Describe your solution.

The middle . . .
- Tell how you arrived at your solution.
- Why is it a good one? What are its disadvantages?
- Suggest other applications.
- Do you recommend further developments similar to your work? Why? or Why not?

An end . . .
- Summarize what it all means.

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Format Suggestions

- First slide must contain paper title, authors, affiliations, and optionally company logos.
- An optional "Thank You" or "Acknowledgement" slide at the very end of the presentation may show logos of the respective parties.
- Mandatory slides should be: Title page, Objectives, Outline and Conclusions.
- Symposium presentation length is 15 minutes, plus 5 minutes for questions. A rule-of-thumb is 1 slide every 30 to 60 seconds. Thus, the recommended maximum number of slides is 15 plus the mandatory slides (named above). The session chair will strictly enforce the 20-minute time limit.
- Use 20-point or larger text everywhere, excluding graphs and images (18pt)
- Use Arial font only.
- Movies must be in AVI or MPEG format. Sound <u>will not</u> be broadcast.
- Movies must be uploaded separately: in most cases they cannot be embedded into the presentation
- For the delivery of the presentation, we will be using the 'Presenters View' in PowerPoint. Using this feature, you will have access to all you notes for each of the slides. Please make use of this. Details are shown in the presentation templates.

Make your presentation easy to read

- Use short phrases and pictures, not complete sentences or paragraphs
- Minimal text size is 20 point because it won't be seen in the back of the presentation room (or in the back of the crowd looking at your poster)
- Use contrasting colors, like black or blue text on a white background yellow or white text on a blue background.
  - Color blind people cannot differentiate red and green
  - Avoid low luminance contrast combinations such as red on green, red on blue, magenta on blue, green on blue, green on brown, yellow on white, blue on white, red on white, and magenta on purple.
- On multi-trace graphs, use line-types and symbols rather than color wherever possible to distinguish the traces

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Eliminate distractions that detract from your message, such as

- company logos (except on the title and acknowledgement page),
- background images,
- complex slide designs,
- over-use of colors,
- header and footer text (except page numbers), and
- slide transitions and bullet animations.
    - Use transitions and animations VERY SPARINGLY, and only to emphasize key points
    - Many people find animations and transitions annoying and distracting
    - While answering questions, animations and transitions slow your access to previous slides
- Use the laser pointer sparingly during the presentation. Only use it for emphasis. Do not use it to draw circles – your audience's eyes will follow the little red dot instead of looking at your slide.

Help the computer display your presentation properly

Your computer may have different software than the reviewer and conference computers. Keeping the presentation simple will reduce compatibility issues.
- Movies should only be in MPEG or AVI format. Sound <u>will not</u> be broadcasted at the event.
- Equations & Symbols
    - Ensure 'Normal Font' is used when inserting symbols. Ensure "Embed TrueType fonts" is checked in "File .. Save As .. Tools .. SaveOptions"
    - OR embed equation as a GIF: enter equation, then "Cut.. Paste Special .. Picture"
- Learn to take advantage of the PowerPoint Presenter View. It is a powerful feature and can help you delivering great presentations.
- Project your presentation for review. Projected slides can have less contrast than a computer display. Adjust contrast on images and adjust colors to compensate.