



PIANC COPEDEC VIII, 20-24 Feb 2012
IIT Madras, INDIA
Guidelines for Presenters

Congratulations on your acceptance to present your paper at the PIANC COPEDEC VIII Conference, which is an excellent platform for you to disseminate your research findings and to share your knowledge and information with fellow delegates.

ON ARRIVAL

The Conference programme schedule has been uploaded in the website (www.pianc-copedec2012.in). Please note the following steps of action required on your arrival for the Conference participation.

- Confirm your registration and collect the Conference badge and material.
- Check and reconfirm the session of your paper (session number/time slot/ hall).
- Upload the presentation material in the Technical Sessions Control Room at least two sessions before yours. Use your paper abstract identification number as the file name. The uploaded file will be transferred to the hall of your presentation. You may note that there is no provision for uploading your presentation file in the Technical Session hall. Presentation from personal computer is also not permitted.
- Identify and get acquainted with the chairman of your session before its start.

TIPS ON MATERIAL PREPARATION AND PRESENTATION

The following guidelines will assist you in preparing your presentation to make it precise and structured.

Consider the following points:

1. What is the topic of my presentation?

Of course you know this, but be sure your audience is fully aware of your goals.

2. Who is my audience?

How would you like the information presented if you were a member of the audience?

3. What is the objective of my presentation?

Choose main points and elaborate on them.

Presentation outline be divided into three parts as below:

1. Introduction/Opening

- State your goal or ideas in general terms.
- Use humor, if required, very carefully.

2. Body

- Discuss your main idea(s) in detail.
- Use supporting examples.
- Use visual aids to reinforce.
- Reiterate your points.

3. Closing

- Summarize your main points.
- Restate your goal, in a memorable way.
- Explain the value of your discussion.
- Be precise and stick to the point you want to convey to the audience.

- limit the presentation to the contents of your full paper

POWERPOINT PRESENTATION SLIDE PREPARATION

The presentation material may please be prepared in **Microsoft PowerPoint Presentation** software (release 10 or earlier) by keeping the following points in mind.

- The first slide should show the paper title, author(s) name and affiliation.
- Every slide should contain a title that summarizes the information presented on the slide.
- Contrast is important – dark text on a light background is better.
- Keep the background simple. Avoid backgrounds that make the text hard to read.
- Stick with a single background.
- Use bullet points. The presenter gives elaboration. Generally, left justify the bullet points.
- Avoid too much information in a slide.
- One line space should be given between bullet points.
- Avoid ALL CAPITAL letters. Use upper and lower case letters.
- Stick to a familiar font (Arial 18+ point size preferred).
- Include a good combination of words, pictures, and graphics. Variety keeps the presentation interesting.
- Graph and charts – make sure that the audience can read it.
- Limit each slide to one idea.
- Use of 1-2 slides per minute is the normal speed.
- **It is strongly advised to confine the presentation within the paper material.**

PRESENTATION TIME

1. Each presenter is allotted 25 minutes, the breakup of which is approximately - 2 minutes for the Chair to introduce the presenter and also for the presenter to get ready to start with the presentation, 20 minutes for presentation and 3 minutes for Q&A.
2. A “two minutes” warning bell/indication will be given by the chair to wind up the presentation.
3. Please strictly follow the directions of the session chair and cooperate with him/her to efficiently manage the session.

PRESENTATION FACILITY

The PowerPoint projection facility includes a desktop computer, an LCD projector and screen, a collar microphone and a remote control unit for slide changing with laser pointer. .

PRESENTATION MATERIAL SHARING CONSENT

The organisers will be uploading the Conference material such as technical and keynote papers and also the presentation material to the Conference website, which could be accessed and downloaded by the registered participants/organisers using password. If you are willing to share your presentation materials for the same, you may please give your consent in the respective form at the time of the material uploading in the Technical Sessions Control Room.

For any assistance on technical sessions, please contact the Technical Sessions

Control Room/ session chairman/ volunteer in the respective hall.