SPEAKER'S INSTRUCTIONS
after Stewart Schlesinger

1. INTRODUCTION

Good visual aids can greatly enhance the effect your presentation has on the audience. Experience at past conferences has shown that many of the oral presentations have not been adequately prepared. Often an attempt was made to present too much material and too much detail. Visual aids, the primary means to hold audience attention, were often poorly conceived and inadequately prepared. It is our hope that these guidelines will help you prepare a better visual presentation.

At most SCS Conferences, the plans call for the nominal session to run $1^1/_2$ to 2 hours without a break and to include three or four papers. This leaves 30 minutes per paper, of which 2-3 minutes will be consumed by introductions. As 8 minutes are desired for questions and discussion, then 20 minutes will remain for actual presentation.

REMEMBER, your entire paper is published in the Proceedings. Your objective in the oral presentation should be to describe the highlights of your paper, and especially *the progress since the paper was written*, and future plans. Do NOT plan to present the paper in its entirety in 20 minutes, or to read it!

2. PREPARATION OF PRESENTATION

a. Basic organization

The most significant constraint facing you as a speaker is the time limit for your presentation. As described above, presentations are nominally allotted 20 minutes, followed by questions and a brief discussion. You can probably speak about 2000 words during this time period; far less than the size of your paper.

This time limit also restricts the number of concepts or major technical points that you can make and expect your audience to absorb. As a guideline, it is suggested that you limit yourself to no more than 10 technical points.

Logically linked by the theme of your paper, each of these technical points can be expressed as a declarative statement, substantiated with supporting material. Though the selection of no more than 10 significant points may seem like a great hardship, it will enhance the audience appreciation of your paper by focusing on the most significant information.

b. Visual aids

The best way to present material in a limited time period is to use well-conceived visual aids that support each of the points to be made. As a first approximation, the speaker should plan **for overhead foils or one slide or "viewing frame" for each of the 10 technical points that he/she plans to present.**

Visual aids significantly simplify the presentation task. They simultaneously focus the audience attention and cue you as the speaker. You should plan to speak to all the material on a slide (or it shouldn't be there) before amplifying a single item.

In general, you should plan to include no more than six supporting concepts on each slide presenting one of your technical points. If there are more, simply select the most pertinent. Remember once again, your visual aids are not a complete reconstruction of your manuscript. The full story appears in the Proceedings and visual aids are only attention-focusing cues for the most interesting highlights.

Often, a graphical representation (diagram, screen-shot, picture) can help to introduce a subject better than a list of 'dull' items on the slide. Make sure the slide is readablein the entire room. Avoid statements like '... probably, you cannot read the details in the back of the room, but they are not important...'. If the details are not important or too much to cover in the presentation, simply leave them out of the slide!

3. TIMING

You can expect to speak about **six sentences per slide, which normally runs about 120 words or one spoken minute.** Since you have ten slides, your basic presentation will run ten minutes. This provides you with 8 minutes to title, identify, and summarize your basic material, recognizing that audience receptiveness peaks at the beginning and conclusion of each talk.

4. SPEAKER ATTITUDE AND SPONTANEITY

The primary advantage for the speaker who organizes his presentation in this manner is that he can approach his audience with the assurance that **he/she can easily and effectively present the salient point in his/her paper.**

Since the speaker is cued by his/her slides, and since he/she certainly can speak on any of the technical points he has selected for at least one minute, he/she no longer needs a written speech or even prepared notes. Thus, a measure of spontaneity can enter our technical presentations.

5. DEVIATIONS FROM GUIDELINES

The final decision-maker on timing of presentations is the Session Chair, subject to the constraint that he/she MUST complete all papers in the session within the time allotted. Any deviations from these guidelines should be approved by the chair.

6. LIST OF AUDIO-VISUAL EQUIPMENT

Overhead projector. Each meeting room will be equipped with an overhead unit for A4 transparencies.

LCD projector for computers. Each meeting room will be equipped with an LCD projector for laptop computers. Maximum resolution is 1024x768. Adjust screen settings of your computer in advance. Make sure that you **TEST** the equipment in the **break before your session** at the latest. Technical support can then still be arranged if needed. Make sure your laptop is on before it is you turn for presenting; you lose valuable time of your presentation whan your computer still needs to start up.

Slide projector. Not standard available. If you want a 35-mm slide projector, please notify the conference organizers before the conference.

Video Equipment. Not standard available. Video equipment can be arranged for. Please note that the PAL format is used in Europe. NTSC equipment must usually be hired, and costs will usually be transferred to the presenter. Therefore, discuss usage with the conference organizers well in advance of the actual event.

Microphones / Amplification Equipment. This will be available in the main meeting room only.

Computers. Speakers bringing computers for demonstration during their session should realize that power in Europe is 230 V. Speakers are responsible for their own computer systems. SCS accepts no liability for them. If you want to use a computer, but cannot bring your own, please notify the conference organizers before the conference and bring your presentation on CD-Rom or memory stick.

Other wishes. Please contact the organizers well before the conference.