

GUIDELINES FOR IVEC ORAL PRESENTATIONS

All speakers are required to pay the conference registration fees. [On-line registration](#) or a [downloadable registration form](#) is available.

PREPARATION OF VISUALS

Please contact Samantha Tola (stola@pcm411.com) if you have not received your CadmiumCD log-in credentials or need any assistance uploading your presentation.

You have two options for uploading your presentation:

1. PowerPoint
2. Video (.mp4) File

Once you have uploaded a PowerPoint presentation, the slides will be converted to static images with no animation, laser pointer effects, embedded videos, or audio. Presentations will only be available to attendees as a PDF. Attendees will not be able to download the original PowerPoint presentation.

If you are planning on uploading a video (.mp4) file that includes animations, videos, or audio, and do not want to give attendees access to a PDF version of your presentation, you do not need to upload a PowerPoint in this task.

If you are not planning on uploading a video (.mp4) file, you must upload a PowerPoint presentation and complete the audio task.

All presentations should be 15-20 minutes. The deadline for submitting your oral presentation is October 2, 2020.

GOOD VISUALS ARE AN INVALUABLE ASSET

Good visuals can help you get your talk across with maximum impact; poor visuals that are illegible or confusing will simply distract your audience from what you are trying to say.

1. **QUANTITY.** A good rule of thumb is to allow about 2 minutes per visual. This means no more than 10 visuals in a 20-minute talk.
2. **SUBJECT MATTER.** Visual aids are intended to add information visually -- do not waste them where they are not needed. Use them where a picture, chart, diagram, or cartoon will help. Tables of figures are hard to read and understand quickly -- use pie charts or column graphs instead.
3. **SIMPLICITY.** If it takes longer than 10 seconds to comprehend a visual, there's too much in it. You want the audience to grasp the visual content quickly, then turn their attention to what you are saying about it. Put nothing on the visual you don't need; tell what each visual is all about, but do not just read it. Keep it on as long as your talk refers to it.

For maximum presentation area and legibility, all visuals should be prepared for horizontal projection.

PLEASE AVOID THE USE OF COLORED BACKGROUNDS WHEN MAKING VISUALS -- WHITE BACKGROUNDS ARE PREFERRED.

ORAL PRESENTATION

SUGGESTIONS TO SPEAKERS

IVEC offers you a unique opportunity to reach an exceptional audience with your presentation. The following suggestions are intended to help you carry on the tradition of lively, informative presentations for which IVEC is known – even in a virtual format. Read it over -- we hope that even the most experienced speakers will find some useful suggestions in the following pages.

1. **SPEAK UP.** Speak distinctly and don't rush your words.
2. **BE ENTHUSIASTIC.** It's infectious. Putting across the excitement that your paper should generate is the best way to make the audience catch fire. If you let the audience hear your enthusiasm for the subject, they'll pick up on it and stay with you. Let them in on the fun!
3. **KEEP IT SIMPLE.** Your audience wants to be enlightened, not confused, to be told results, not to relive every step of your research. Avoid long mathematical developments: present in words only the highlights and the logical basis of your proof, then show the results and interpret them fully. Your research took months -- or years -- but what counts is the substance and significance of the end result.
4. **LANGUAGE.** Very specialized terms and acronyms should be used sparingly and only after they have been carefully explained to the audience. Any paper delivered at IVEC 2020 should be intelligible to anyone else attending the symposium, even though he or she might not be a specialist in that particular area.
5. **OUTLINE, PRESENT, SUMMARIZE.** The written word is permanent, and each of us reads and re-reads it at their own pace. The spoken word is transient and the speaker sets the pace. Your audience needs time to absorb each thought and can't review what you've just said without missing what you're about to say. Give your listeners a chance to keep up and reinforce your message by reviewing it with them. Begin with a brief introductory summary of your thesis that places your work in the context of familiar material. Then go through the thesis slowly and in detail, amplifying each point and explaining fully. Finally, in the last couple of minutes, summarize again, in terms of your conclusions and plans for future research.
6. **AVOID READING YOUR PAPER . . . USE NOTES.** Your speaking style should be relatively informal and relaxed, compared with a written research report. An informal style is usually easiest to achieve if you speak from notes, rather than read a prepared speech where every word has been written out in advance. It is better to prepare a complete set of notes for continuing reference. If you do write out your talk, avoid the condensed, formal language you would use in a written presentation. Instead of, "Upon examination of the maximum characteristic shown on slide 6 it is evident that . . ." write, "Now, look at the top curve on this slide and you'll see that . . ." Notes should be typed with key words underlined. No matter how full your notes, you will communicate better if you speak naturally. You can do it with practice.