

Presentation guidelines

Guidelines for preparing your oral presentation

Presenters in all sessions are required to use digital projection of a PowerPoint presentation. PowerPoint presentations should be prepared for use with PowerPoint 2016 (or earlier version) in a PC compatible format. If you have developed your presentation with an earlier version of PowerPoint, or have developed it on a Macintosh platform, it SHOULD project properly, but we strongly encourage you to preview it on a PC BEFORE arriving at the meeting to ensure that it will project properly.

The presentation of a slide talk or computer presentation is quite different from the presentation of the same information in a journal article. Keep in mind that in your slide presentation, you have only 15 minutes including discussion with the audience (Questions and Answers period). Therefore, we encourage you to prepare your presentation for 10 minutes presentation (12 min. absolute maximum).

Instruction for giving your oral presentation

Presenters in all sessions are required to use digital projection of a PowerPoint presentation.

1. Arrive at least 10 minutes prior to the beginning of your session and (i) introduce yourself to the chairpersons, and (ii) upload your presentation on the room laptop.
2. The electronic projection equipment provided in each room will include a laptop equipped with Windows 10 and PowerPoint 2016. Please bring a backup of your Power Point presentation to the meeting on a USB Memory Device. It is highly recommended if you are a Macintosh user to test your presentation on a PC to verify it converts to WINDOWS format accurately. There will NOT be any MAC equipment available.
3. Schedule. No scheduling change can be made. You have been allotted a total of 15 minutes, including discussion for your presentation. The chairpersons have been instructed to require all speakers to adhere to this limit: 10-12 minutes maximum for the presentation, and 3-5 minutes for discussion.
4. Should circumstances prevent you from making your presentation, you must arrange for a substitute to present your paper and you must notify us (lce2018@dtu.dk)