

# ICOE 2018, 18-21 Feb 2018 IIT Madras, INDIA

## Guidelines for Presenters

Congratulations on your acceptance to present your paper at the ICOE 2018, 18-21 Feb 2018, 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.icoe.doe.iitm.ac.in](http://www.icoe.doe.iitm.ac.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 Hall at least two sessions before yours.
- 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 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 20 minutes, the breakup of which is approximately - 15 minutes for presentation and 5 minutes for Q&A.
2. The presenter may introduce himself/herself to the audience.
3. A “two minutes” warning bell/indication will be given by the chair to wind up the presentation.
4. 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. .

**For any assistance on technical sessions, please contact the Technical Sessions Control Room/ session chairman/ volunteer in the respective hall.**