

Oral Presentation Guidelines

The conference committees welcome your contribution to the ICGAB event. Selected authors will present their peer-reviewed research in a specific topic area and the oral presentation will be moderated by expert in the field. Please read these instructions carefully to help ensure your presentation is a success.

Session details

The organising committee will send email to provide details information about your session. Also, please visit the ICGAB website prior your talk to further confirm details of your session in the program.

Language

Please note that the official conference language is English and we therefore require that presentations are prepared and delivered in English

Creating your presentation

- All presentations must be created in, or converted to, Microsoft PowerPoint. Acceptable formats** for presentations: PowerPoint (.ppt or .pptx)

**MACINTOSH USERS: Please make sure that all inserted pictures are either JPEG or PNG file-types. Quicktime (.mov) files are also an accepted video format. Presenters using Macintosh's Keynote program should consult Apple technical documentation for directions on converting their presentation to PowerPoint. This conversion should be completed prior to transmission to a meeting room PC laptop.

- Keep slides succinct and simple
- Confirm a font size of at least 24 points for body text and 36–40 points for headings.
- Light colored text on a dark background is advised. Avoid using red or green.

Video & Audio Files

The recommended video format for Windows-based presentations is Windows Media (.wmv). Copy your video and audio clips into the same folder as your presentation PowerPoint file. This will eliminate the problem of PowerPoint losing the link to the file. Follow this same procedure with any fonts that might not be installed on the conference room laptops.

Images

The size of the screen will be 1024 x 768 pixels, meaning that any image with more pixels in the X or Y coordinate that is more than that will not be displayed. The image will be altered by PowerPoint to fit. Large images (i.e. 2000 x 1500 pixels) which are created with digital cameras and scanners will make the resulting PowerPoint file very large. This may cause the presentation to load slowly.

At the Conference

1. Register upon arrival at the conference.
2. Please bring your talk to the Speaker Preview room at least 2 hours prior to your talk.
3. Check your presentation in the speaker preview room at least 2 hours prior to your session. The speaker preview room will have all of the necessary equipment for viewing your previously submitted PowerPoint presentation.
4. Arrive at your session 30 minutes prior to the beginning of the SESSION (not your presentation). Meet the session moderator and audio-visual volunteer. Become familiar with the room and with the operation of the 'forward' button for your PowerPoint presentation, do not use return to advance slides.
5. Each session room will be equipped with a LCD (data) projector and a PC laptop computer. You will advance your own slides.
6. Contributed paper presentations are limited to 7 minutes plus 3 minutes for questions. Under no circumstances may your presentation last longer than 10 minutes. The moderator will be aggressive in stopping talks on time.