# Introduction

These guidelines serve to support the speakers at the ITM/IPH joint colloquium, both in preparing their presentations, as well as ensuring the colloquium sessions proceed smoothly and in a timely manner.

# Role of the chair & co-chairs

All sessions will be moderated by a session chair and co-chair.

They are responsible for:

* Ensuring the session’s overall coherence
* Introducing the session and speakers
* Moderating and launching the discussion with 1 or 2 “provocative” statements or questions (formulated by the keynote speakers in advance)
* Time keeping
* Wrapping up the session

Chairs will contact their session’s speakers by email prior to the colloquium to ensure that they have enough information to introduce the keynote speaker (such as a short bio). Presenters will also receive the email address of their session’s chairpersons. Presenters are encouraged to meet with their chairpersons at the colloquium venue prior to their presentation to discuss and finalise preparations for the session.

# Date and time of your presentation

Please carefully check the session name, date and time of your presentation on the detailed colloquium progamme which you will receive by email. In case the time/date has to be modified for any reason, the moderator of your session will contact you.

# Duration of your talk

The duration allowed for your talk is **10 minutes followed by a maximum 5 minutes for questions and discussion**. Chairmen will be strict in keeping time. The chair will also be responsible for facilitating the discussion after your presentation.

# Format of your presentation

The computers used at the colloquium are all windows-based systems which run **Microsoft Powerpoint 2007**. It is your responsibility as a presenter to ensure that your digital presentation file is compatible with this setup.

Given the 10 minute limit of your presentation, we suggest not use use more than **12 slides** with possibly the following structure:

* 1 introductory slide with the title of your presentation, your name and affiliation
* 10 slides with the body of your presentation
* 1 final slide for acknowledgements.

# Submittal of your presentation

The final version A ‘presentation submission corner’ will be set up at the colloquium venue. Here presenters are requested to submit their presentation by transferring the powerpoint file from their own USB stick to the colloquium computers. A small team of technicians will assist you in copying your powerpoint file from your USB stick to the colloquium pc. **Presenters are requested to submit their presentation in this way the evening prior to their session**. The technicians will make sure your presentation is available on the relevant computer at the start of your session.

# The day of your talk

Use the detailed programme to double check the conference room where you will hold your talk.

Please be available at the conference room where your session will take place at least 10 minutes prior to the start of the session. Check if your presentation is on the laptop of the conference room, and consult with your session moderator if there is any problem.

# Audiovisual material

The session rooms are equipped with:

a laptop, a projector for Powerpoint presentations, a microphone , a remote clicker and laser pointer.

# Sequence of events in your presentation

After a short introduction by your session’s chairman (based on a short bio that you will provide to your moderator), you will start your presentation. About 7-8 minutes into your talk, you will be given a first sign, indicating that a couple of minutes are remaining. After 9 minutes, you will be given a second sign, indicating you should start to conclude your presentation. After 10 minutes the session chair will request you to wrap-up your presentation.

The chair will then open the floor for questions from the public and facilitate the process. At the end of the 5-minutes question round , the next speaker will be introduced.

# Tips for preparing your presentation

* Number your slides, in case a question of the audience is related to a specific slide.
* Use colours that allow good contrast. For example: dark background and light text

Keep colours limited (not more than three on a slide). Do not use a combination of green and red as these colours are not distinguishable for many people in the audience.

* Use a large and clear font that is readable for the audience in the room.
* Use the same format (font, background, colour) throughout your presentation.
* Check your slides for spelling mistakes.
* Limit the amount of text in a slide. Try not to use more than 6 bullet points per slide. Avoid sentences.
* Try to use photographs, figures or charts to illustrate your presentation.
* Pay special attention to charts: clearly indicate the title, and the legend of the axes. Use clear lines (colours, symbols or thickness of lines to distinguish between different data series). Try to keep tables simple and avoid overloading them with data.
* Avoid unnecessary animations and sounds. These will only distract your audience.
* Speak in accordance to your slides.
* Please stay within the time limits allocated for your presentation.