

Guidance for ICPC Plenary Meeting Presenters

The following guidance is the result of feedback from previous Plenary meetings and may assist presenters in achieving maximum impact from their presentation.

Timing	<p>The Plenary Agenda is very tightly scheduled. A period of <u>30 minutes</u> is allocated per paper <u>including questions and handover</u>. To assist presenters with timing, a signal will be given at 20 minutes and a second signal will be given at 25 minutes. It is very important that presentations do not overrun, because this cuts into the time allowed for subsequent presentations. The cooperation of all presenters in this respect will be appreciated.</p>
Marketing Content:	<p>Presenters are reminded that the ICPC's policy is that presentations must avoid overt marketing. In order to ensure compliance with this policy the Executive Committee have agreed that two slides of marketing/publicity material are permitted either at the beginning or at the end of the presentation. Marketing/publicity material should not appear within the body of the presentation.</p>
Presentation Format	<p>Text and diagrams on slides should be large enough to be viewed clearly from the back of the room. A minimum font size of 16pt should be used for text and at least 32pt for headings to ensure clarity when viewed by delegates in a large conference hall. Where possible, larger than these recommended minimum font sizes should be used.</p> <p>Presenters are encouraged to use slide numbering as it can facilitate referencing during audience questions.</p>
Internet	<p>Presenters are advised not to rely upon live access to the Internet for presentation content, since high speed connections cannot be guaranteed and may be unreliable.</p>
Colour Scheme:	<p>Colours suitable for screen projection should be used, ensuring high contrast between the text/diagrams and the background colour.</p>
Abbreviations and Acronyms:	<p>When using abbreviations or acronyms, these should be named in full at the first usage.</p>
Compatibility:	<p>Please pass your presentation to the secretariat (via email or USB device) as early as possible to ensure that it is compatible with the display equipment.</p>
Microphones:	<p>To ensure good sound reproduction, please adjust the microphone height/position before commencing.</p> <p>Please speak steadily and clearly into the microphone and <u>remember that English is not everyone's first language</u>.</p> <p>Where lapel microphones are not available, please do not to turn away from microphone during presentations.</p>
Q & A	<p>During questions and answers, the presenter should repeat a question before providing an answer.</p>