

## Presentation Kit

The following guidelines will help you prepare for your oral presentation at an SCS conference. Please note the list of audio-visual equipment which will be available for your use at the conference. If you require any other equipment, you must advise us at least two months in advance of the conference start date and note that you may be responsible for the cost of additional equipment. We will try to accommodate your needs without extra cost to you, but special orders may be charged directly to you. Please [check with SCS](#) for prices and availability.

### INTRODUCTION

Good visual aids can greatly enhance the effect your presentation has on the audience. Experience at past conferences has shown that many of the oral presentations have not been adequately prepared. Often an attempt was made to present too much material and too much detail. Visual aids, the primary means to hold the attention of the audience, were often poorly conceived and inadequately prepared. It is our hope that these guidelines will help you prepare a better visual presentation.

Most sessions run 90 minutes without a break and typically include three or four papers. This allows for introductions and then 20-30 minutes per paper, of which 5 minutes should be reserved for audience questions and comments.

**REMEMBER, your entire paper is published in the *Proceedings* and on the CD-ROM.** Your objective in the oral presentation should be to describe the highlights of your paper, progress since the paper was written, and future plans. **DO NOT** present the paper in its entirety, and do not read it!

### PREPARATION OF PRESENTATION

#### BASIC ORGANIZATION

The most significant constraint facing the speaker is the time limit for presentation. As described above, presentations are nominally allotted 20-30 minutes.

This time limit also restricts the number of concepts or major technical points that can be made by the speaker and absorbed by the audience. As a guideline, it is suggested that a presentation cover no more than 10 technical points. Logically linked by the theme of the paper, each of these technical points can be expressed as a declarative statement, substantiated with supporting material. Though the selection of no more than 10 significant points may seem like a great hardship, it will enhance the audience appreciation of a paper by focusing on the most significant information.

#### VISUAL AIDS

The best way to present material in a limited time period is to use well-conceived visual aids that support each of the points to be made. As a first approximation, the speaker should plan to have PowerPoint slides FOR EACH OF THE 10 TECHNICAL POINTS to be presented. All rooms will be set up for digitally-projected presentations. Any additional audiovisual requirements must be arranged through the [SCS office](#) at least 2 months prior to the conference.

Visual aids significantly simplify the presentation task. They simultaneously focus the audience attention and provide cues for the speaker. The speaker should plan to speak about all of the material on a slide (or it shouldn't be there) before amplifying a single item.

In general, include no more than six supporting concepts on each slide presenting one technical point. If there are more, simply select the most pertinent. Remember once again, visual aids are not a complete reconstruction of the

manuscript. The full story appears in the *Proceedings* and visual aids are only attention-focusing cues for the most interesting highlights.

### **TIMING**

A speaker can expect to speak about SIX SENTENCES PER OVERHEAD, WHICH NORMALLY RUNS ABOUT 120 WORDS OR 1 TO 1.5 SPOKEN MINUTES. Since a speaker will have ten SLIDES, the basic presentation will run approximately 10 minutes. This allows 5-10 minutes to title, identify, and summarize the basic material. NOTE: Audience receptiveness peaks at the beginning and conclusion of each talk, so plan your introduction and conclusion accordingly.

### **SPEAKER ATTITUDE AND SPONTANEITY**

The primary advantage for the speaker who organizes his/her presentation in this manner is that he/she can approach the audience with the assurance that he/she CAN EASILY AND EFFECTIVELY PRESENT THE SALIENT POINTS in his/her paper.

Since the speaker is cued by the slides, and since he/she certainly can speak to any of the technical points that have been selected for at least 1 minute, the speaker no longer needs a written speech or even prepared notes. Thus, a measure of spontaneity can enter the technical presentations.

Remember, no presentation is any good if the audience cannot understand or hear you. Always enunciate your words and project your voice to the back of the room in order to ensure the best reception of your topic.

### **DEVIATIONS FROM GUIDELINES**

The Session Chairperson makes the final decisions regarding timing of presentations, subject to the constraint that all papers in the session must be completed within the time allotted. Any deviations from these guidelines should be approved by the Chair and announced in advance.

### **SPEAKER'S BIOGRAPHIES**

Each author is required to prepare and submit a brief biography to provide to their Session Chairperson in order to facilitate introductions. This form is available on the [SCS Website](#).

### **SPEAKER'S BREAKFAST**

On the morning of your presentation, a Speaker's Breakfast will be held for you to meet with your Session Chair and Co-Presenters. This meeting is mandatory.

## **Equipment Provided/Not Provided**

### **PROVIDED: DIGITAL/LCD VIDEO PROJECTORS**

Each meeting room will be equipped with a digital/LCD projector for PowerPoint or other visual digital media.

### **PROVIDED: MICROPHONES/AMPLIFICATION EQUIPMENT**

This will be available for every meeting room where more than 40 attendees are expected.

### **NOT PROVIDED: COMPUTERS**

Laptop computers will not be provided. Speakers must bring their own computers or make arrangements to borrow one in advance of their presentation. If you do not have a laptop and plan to borrow one, we recommend you contact your conference or session chair ASAP in order to make arrangements.

### **NOT PROVIDED: OTHER EQUIPMENT**

If you need any additional equipment, please contact the [SCS office](#) at least 2 months in advance of the conference. SCS will try to accommodate your needs. For your convenience, SCS has provided an AV Request Form that you can find on our Website ([www.scs.org](http://www.scs.org)).