

ACSMS 2011

The Esplanade Hotel Fremantle, Western Australia
19 – 22 October 2011

Information for Podium Presenters

Congratulations on the inclusion of your paper for a podium presentation at the conference listed above.

GENERAL INFORMATION

1. Speakers must meet the Session Chair at the session venue at least 15 minutes prior to the session commencing.
2. Your podium presentations must not exceed 10 minutes with 8 minutes for the presentation and 2 minutes for question time. The Session Chair will facilitate the timing of each presentation to ensure that these times are strictly adhered to and that there is opportunity for questions.
3. Presentations are to be given in the order indicated on the program, with no exceptions.

AUDIO VISUAL

- If you require equipment that varies from your initial request you must advise Conference Management by 31 August. There is no guarantee that unusual presentation requests can be met.
- All rooms will support data projection only (PowerPoint – Office XP Professional).
- All speakers must report to the Speakers' Presentation Centre staff the day before their presentation to ensure all audio-visual requirements are in order, and that their presentation is successfully loaded. Please also note:
 - ✓ Your presentation must be on either a memory stick, CD or DVD.
 - ✓ You should have a backup of your presentation.
 - ✓ **You will not be able to use your own laptop computer for presentation.**
- After the completion of the session your AV media will be available for collection from the Speakers' Presentation Centre.

SPEAKER PREPARATION ROOM

Staff will be available in the Speakers' Presentation Centre (located in the Abrolhos Room) during the following hours;

- Wednesday 19 October 1400 – 1700
- Thursday 20 October 0700 – 1700
- Friday 21 October 0700 – 1700
- Saturday 22 October 0700 – 1100

If you will require technical assistance outside of these hours please notify Conference Management

Hints on Making Your Presentation Successful

The following guidelines have been taken from "Open Letter to Conference Delegates" by Michael Whittle, M.D., Ph. D. The University of Tennessee, Chattanooga.

AVOIDING COMMON ERRORS WHEN PREPARING YOUR ABSTRACT

- Avoid using long complicated words to impress people
- Percentages: if there are less than 100 in the sample, don't give decimal places: 7 out of 11 is 64% not 63.64%!
- Statistical values such as "p" and "r" should only be quoted to 2 places, eg. $p < 0.05$, $r = 0.94$
- Give subject ages as mean (to one decimal place) and range, not standard deviation, e.g.
 - mean 43.1 years, range 29-68 (easy to understand)
 - mean 43.148 years, s.d. 7.145 (hard to understand)
- When drawing charts, don't let a computer design crazy scales for you, eg 2.19, 5.38, 7.57...
- Don't assume that everyone reading or listening to your paper is an expert in the field – make it clear enough for students and people from other disciplines to understand.
- Understand that there may still be a real difference between two groups, even if the statistical test fails to support it (e.g. because the sample was too small).
- Also understand that a statistically significant result may have no practical significance in the "real world".

PLANNING AND PREPARATION

- Don't simply read a paper that would be suitable for publication – a podium presentation is a totally different medium which requires a totally different approach.
- A picture is worth a thousand words.
- Humour is useful within limits – it can make a talk more interesting, but must not distract the audience from what you are trying to say. Sometimes a relevant cartoon will help get a point across, but a long irrelevant joke will detract from the talk.
- Avoid irrelevant slides – nature scenes, glamour pictures, etc. They may 'wake the audience' but they may also distract or offend.

- ❑ Unless you are very experienced, do a dry run for timing. It is better to make it too short than too long – leave the audience begging for more, not begging you to stop.
- ❑ Look through the slides after loading the carousel, to ensure none are backwards or upside down.

SPEAKING

- ❑ Make a point of studying the techniques of other speakers when you go to meetings – learn from their good and bad points.
- ❑ Preferably, talk “off the cuff” using the slides notes. If you can’t do this, use notes on file cards. If you are too frightened and need a script, remember to write it as a speech not a written paper.
- ❑ Find out how to use all audiovisual equipment properly before giving your talk.
- ❑ Look at each slide as it goes up on the screen – don’t continue on, oblivious of projection problems.
- ❑ Talk to the audience.
- ❑ Make sure you can be heard – when using a microphone, stay about 30 cm from it and speak normally.
- ❑ Use relevant items on slides to help you with your presentation.
- ❑ What is on the screen must relate to what you are talking about – if you want to talk about something different, you need another slide.
- ❑ Conversely, don’t put things in the slide projector that you don’t intend to talk about.
- ❑ Stick to the time constraints. A good way is to average around one slide per minute, ie for a 15 minute presentation aim at around 15 slides.
- ❑ Tell the audience clearly when you have finished. Thank them for their attention and wait for any further questions.

Tips on a successful PowerPoint presentation

The following recommendations were submitted to SMA following the 2003 ACSMS by Audio Visual provider Staging Connections.

- ❑ **Always use standard TrueType fonts.**
Use the standard TrueType fonts supplied with PowerPoint. If you attempt to use any other font you may have problems on the computer you are presenting from.
- ❑ **Do not use Beige or light brown for anything.**
Data projectors have difficulty reproducing these colours and will make it yellow.
- ❑ **Before creating links to other files or embedding videos, copy them into the same directory that the presentation is saved into. Make sure all these files are included on the disk you are submitting.**
If this is not done, the links to your files and embedded videos will not work.
- ❑ **Before embedding pictures convert them to JPEG.**
This will decrease the size of your presentation and it will load quicker. To do this open your picture in Microsoft Paint, go to File, Save as, change the ‘Save as type’ to JPEG and then hit Save.
- ❑ **Make sure all embedded videos will be compatible with the computer you will be presenting on.**
Some videos are compressed and may not be able to be played on all computers.
- ❑ **Don’t use sound clips from PowerPoint.**
This will be quite distracting for your audience and will also be very irritating.
(eg. Typewriter sounds)
- ❑ **If you require sound for your presentation, for videos etc. Make the function organizer aware immediately.**
Additional equipment will be required if you need to run your audio through a PA system.
- ❑ **Do not use too many different slide transitions and animations.**
Try to only use animation when it is used to explain something (eg. In diagrams). Different slide transitions and animations may look impressive when you are creating your presentation but when you are presenting the audience will find it very annoying.
- ❑ **Remove all unnecessary automatic slide transitions.**
If you have used ‘Rehearse Timings’ and saved you timings, you slides will advance automatically.
- ❑ **If you have created your PowerPoint presentation on a Macintosh, test it on a PC before submitting.**
This is to make sure nothing has changed. A common problem is some slides with automatic slide transitions.
NOTE: QuickTime movies embedded on a Macintosh will not work when played on a PC.
- ❑ **If you are submitting your presentation on a USB drive, make sure you take the drivers for it on floppy or CD ROM.**
Older versions of windows will not have the drivers to support your USB drive.
NOTE: Windows NT4.0 does not support USB at all.
- ❑ **If you are submitting your presentation on a floppy disk, make sure you take two copies of it.**
Floppy disks are unreliable, if you have to use them, make sure you have a backup just in case.
- ❑ **Submit presentation as early as possible.**
Minimum 120 minutes prior to the commencement of the session you are presenting in.

Congratulations and Good Luck