

Guidelines for Presentations

All papers in BMEiCON 2009 will be presented in oral. Useful guidelines are given below.

General:

- The total time allotted to each speaker is 20 minutes. You should plan to speak for 16 minutes and leave 4 minutes for questions.
- On the day of your talk, please plan to arrive at your session at least fifteen minutes before the start of the session. This will give you time to introduce yourself to the session chair, familiarize yourself with the podium controls and the session laptop, and verify that your talk projects correctly.

Planning:

- In addition to the body of the talk, present an introduction and a summary or conclusion. Include only information or data that can be properly explained in the allotted time. It detracts from the quality of the presentation to flash numerous graphs, equations, or tables on the screen in rapid sequence in an effort to squeeze a presentation into its allotted time.
- There is NO EXCUSE for using more than your allotted time. Rehearse your presentation several times; projecting slides and doing anything else you would otherwise expect to do at the meeting. It is a discourtesy to your audience, the Session Chair and the other speakers to exceed your allotted time. The Session chairs are instructed to adhere to the printed schedule for the session. With parallel sessions this is critical to the overall success of the conference.

Visual Aids (Good Practice):

- Put no more than 12 lines of text or 4 curves on any slide.
- Avoid lengthy tabulations of numerical data and limit equations to those for which the terms can be properly defined.
- Show no more than 1 slide per minute of speaking time. This means approximately 14-16 slides MAXIMUM for the 16 minutes of presentation at the symposium. Remember, the last four minutes of the presentation are for questions from the audience.
- Make the letters on your slides BIG ENOUGH. Suggested minimum font is 14.

Presentation:

- Your audience needs time to interpret the data that you present. While you are very familiar with the data displayed, the audience is not. Describe the abscissa, ordinate, units and the legend for each curve.
- When you display a curve, tell the audience what they should be looking for in order to grasp the point you are trying to make. The audience will not have time to figure it out for themselves.
- Use repetition in your talk to ensure the facts are understood by the audience.
- Repeat any questions that are posed to you.

- If a question requires a lengthy reply, suggest that you and the person asking the question meet after the presentation. Then take the discussion out of the meeting room.

Avoiding Technical Problems:

- **Audio and Video Equipment Provided at the Conference:** The conference will be equipped with a computer video projector and a computer that is connected to the projector for each oral presentation room. Normal audio equipment, such as microphones, will be provided.
- **Avoid Font Problems:** Since your computer may have sophisticated fonts (such as special equation symbols) that the conference computers do not have, it is suggested that when you save your PowerPoint presentations, use "Save As" from your "File" pull-down menu. When a dialog box pops up, click on the "Tools" menu on that dialog box and select "Save Options". Then, check the option "Embed true type fonts". Click "OK" and then click "Save". This allows you to include the fonts you are using in your presentations to minimize the font incompatibility problems. Otherwise, any fonts that are not recognized by the conference computers would be incomprehensible. In addition to the default ".ppt" file format, we suggest that you also save a copy of your presentations in the ".pps" (PowerPoint Show) format for safe (the ".pps" version may also include some of the special fonts in your presentations). If you have a full version of Adobe Acrobat, we suggest you also save (or print) your presentations into a ".pdf" format and thus you will be able to use the free Adobe Reader software to present in case nothing else would work.
- **Movies or Videos:** If you have movies or videos, the best way to present them properly is to convert all of your movies and videos to the Moving Picture Experts Group 1 (MPEG1) format to ensure a cross-platform compatibility. In addition, the movie or video files should be placed where the links in your presentations are pointing to. To make it easy, you could place the movies and videos in the same folder as your ".ppt" or ".pps" files when you prepare your presentations and then copy all these files together to a folder or the desktop of the conference computers (there will be a technical staff that help you).
- **USB Thumb Drives:** Nowadays it is convenient to save your PowerPoint presentations in a USB 2.0 thumb drive. The conference computers will be equipped with the USB 2.0 interfaces. However, some USB drives may have security or driver issues that may prevent the drives from being recognized by the conference computers. Please scan your USB drives to remove viruses if there are any before you bring them to the conference.
- **CD or DVD Backup:** You could also save a copy of your presentation on a CD/DVD as a backup in case your USB thumb drives do not work with the conference computers (such as missing drivers or having security protections). When you use CD or DVD media, you should "close" (not be able to add any more files) them to increase the chance that these media could be read by the conference computers.

SPEAKER'S BIOGRAPHY FORM



Instruction: Please type or clearly write a brief biography of the **presenting author**. This biography is meant to provide your session chairman with enough information to introduce you. One form is needed for every paper.

Paper ID. Number _ _ _ _

Paper Title _____

Speaker's name _____

Affiliation _____

Country _____

BIOGRAPHY

1. Current Status/Position:

2. Education

3. Research Area
