



Guidelines for Speakers

Oral Presentations

Before ISEE 2019

1. Each presentation should be 12 minutes with 3 minutes for questions, for a maximum presentation length of 15 minutes. If your presentation is part of symposium, please check with your chair to confirm the duration of your presentation.
2. Oral session will be either 60 or 90 minutes and will feature 4 or 6 presentations, respectively. Each session will have two chairs to manage time and moderate discussion.
3. In order to maintain consistency and allow attendees to move easily between sessions, chairs have been instructed to strictly keep presentation timing and will interrupt if the presenter exceeds the allotted time (15 minutes per presentation, including questions and discussion).
4. Prepare your slides in PowerPoint using **landscape** orientation and either **standard 4:3 or widescreen 16:9 format ratio**. You can find out [here](#) how to change the format of your presentation. As a guideline, use no more than one slide per minute. Avoid slides with too much information. Focus on results and interpretation.
5. Standard laptops and audio-visual equipment provided by the venue will be used in the lecture room. You will be able to operate your slides by means of a remote control. You cannot use your own laptop.

During ISEE 2019

6. Upon arrival at the ISEE Conference venue, please check in at the Registration Desk and review the final program for possible scheduling changes in your session.
7. All presentations should be pre-loaded on the equipment in the **Speaker Service Center (Room 116)** the day prior to your presentation. You should be prepared to bring your final presentation on a **USB memory stick** to the conference venue.
8. Introduce yourself to your session chairs 15 minutes before the session starts in the presentation room.
9. Staff will be available in the central corridors on each floor to assist you.



While Presenting

10. When speaking, make sure to face the microphone for good sound quality.
11. Make sure your presentation does not exceed the allotted time (15 minutes per presentation, including questions and discussion). Session chairs have been instructed to strictly maintain presentation times and will interrupt if the presenter exceeds the maximum length for each presentation.
12. All presentations that take place in the Theater will be video recorded. If you are presenting in the Theater, you will be contacted by the Meeting Organizers after the meeting for consent of publication of the video recording of your presentation on the [ISEE Global Education Channel](#). No video will be published without consent of the presenter.

Some Advice for Mac Users

- *Never use the Copy/Paste or Drag/Drop functions when inserting images in your presentation.*

*In PowerPoint, choose **Insert**:*

- *Image*
- *Image from file*
- *then select your image*

- *Image formats should be JPEG or GIF*
- *Video inserted in your presentation should be in AVI or MPEG format.*

*In PowerPoint, choose **Insert**:*

- *Film & sound*
- *Film from a file*

Fonts may be different in the Mac and PC environment. We suggest that you use common fonts like ARIAL, HELVETICA, TAHOMA, VERDANA, and for symbols WINGDINGS, WEBDINGS, SYMBOL fonts.