IC3G 2016 Oral presentation guidelines

Presentation timing

➢ Oral presentations have a 15 minutes slot – please prepare a PowerPoint presentation that lasts for up to 10-12 minutes maximum to allow 3-5 minutes for discussion after your talk.

➢ This equates to roughly 10 slides excluding your title and acknowledgement slides. We will give you a warning at 9 minutes so you have a minute to wrap up. We will be very strict about timing and will stop you when your 12 minutes time is up even if you have not finished.

Format of the presentation

➢ Acceptable formats: PPTX (PowerPoint 2007/2010/2013)

➢ It is strongly recommended that all presentations be in Microsoft PowerPoint (PPT), windows-based environment.

➢ Presenters wishing to use any operating system other than the above-mentioned must bring in their computer and will be responsible for its operation.

Uploading your presentation

➢ We recommend sending your presentation in advance (by September 25, 2016) via e-mail to tharaka.rathnaweera@monash.edu.

➢ If you are not able to do that, please meet with the session support as early as possible (at the very latest 30 min before the start of the session (!) of your presentation) to upload your slides from USB flash drive/memory stick.

NOTE:

➢ Be sure you have embedded any multimedia objects (e.g., movies) in the slides

➢ You may use any theme, although we recommend dark text on a light background

➢ Be sure to provide your name on the title slide

➢ Please number your slides

➢ PLEASE label your file with your Name and the session number (will be provided soon)

> e.g. Your name: John Smith
>
> Paper ID: 322
>
> PPT label: john_smith_322