



SUGGESTION TO AUTHORS ON ORAL PRESENTATIONS

Loading your Presentation:

Plan to arrive 15-20 minutes prior to the start of your session to load your presentation onto the provided laptop.

Adhere to Time Schedule:

The printed time schedule will be strictly enforced by the Session Chair. Be aware of the time allotted for your presentation and plan accordingly. Be sure to allow time for discussion within your allotted time period.

Talk to Your Audience:

The person in the last row came to hear you. The microphone is your instrument of communication. Be sure the lavalier is appropriately attached for best amplification.

Don't Read Your Paper:

Your listeners can do that at home. Present the highlights and stress the important phases.

Projection Equipment:

You are at liberty to ask for a test of projection equipment prior to the session. The session monitor is your aide. Tell the monitor what you want, when, and how. When you want the room darkened, say so. The same goes for lights on.

Pointers:

Laser pointers are standard equipment. Use them to emphasize your illustrations.

The Chair:

The Chair is there to introduce you and get your paper presented on time. Let the Chair know who you are before the session begins. Preferably, meet with the Chair at the Authors' Coffee the morning of your presentation. The Chair will tell you when your time is running out. Remember there may be a speaker following you.

Discussion:

When discussion is called, you can learn as well as advise. Answers to questions should reach the entire audience.

Finale:

Use all of the equipment provided. Illustrate if need be, but also talk it up. Not everyone has 20/20 vision. If you follow these suggestions, your presentation should, be well received and you will derive a well-earned satisfaction.