

# Guidelines for Session Speakers/Chairs and Poster Presenters

## POSTER PRESENTATION AUTHORS:

- The poster boards used during the evening poster sessions will be 4' high x 8' wide boards.
- Authors must bring their own thumbtacks/pushpins or Velcro.
- Poster boards will be set in the Evergreen Ballroom on the ground floor of the hotel.
- Posters must be set 15 minutes prior to the start of the session.
- Posters should be removed at the end of the session. The area is not secured; ICDD is not responsible for any posters left by the author(s).

### Helpful Hints:

- Posters should be easily read from a distance of 1 to 2 meters
- Lettering on both text and graphics should be sharp, not less than 4 mm high
- Center title, author, and affiliation at top of poster, in lettering not less than 8 mm high
- Extract and elaborate pertinent points
- Tell a complete story in a logical sequence [introduction→development→conclusion]

## ORAL PRESENTATION AUTHORS:

All speakers are asked to meet with their Session Organizer 15 minutes before the start of their session in the room in which the session will be held, to assure the organizer that you are present.

### Regular Oral Papers; 20 minutes:

15 minutes is allotted for the presentation of your paper and five minutes for discussion. Exception – papers in the session “New Developments in XRD & XRF Instrumentation” are given 12 minutes for the presentation, including discussion.

### Invited Oral Papers; 30 minutes:

25 minutes is allotted for the presentation of your paper and five minutes for discussion.

### Plenary Session Papers; 45 minutes:

40 minutes is allotted for the presentation of your paper and five minutes for discussion. There will be a projectionist present for the Plenary Session.

### Each room will be equipped as follows:

- A screen and a video projector, typically SVGA resolution (1024 x 768 or higher, depending on availability).
- A laptop computer running MS Office 2007 or better. The preferred method is to bring your presentation on a memory stick and use the laptop provided. Please meet with the chair before the start of the session to load your presentation onto the computer.
- A remote presenter (mouse) with laser pointer.
- A four way video switch with DB15 video cables to speed the process of connecting and switching to your own laptop, if you prefer. A power strip will be available for you to plug in your computer.
- If you will be using a Mac, you will need to provide the converter to connect to the DB15 cable and a remote presenter, if needed, for your machine.
- Each room will be equipped with a microphone. We strongly encourage its use.
- If using computer audio during your presentation, you must notify the conference in advance: [dxc@icdd.com](mailto:dxc@icdd.com). Mixing audio into the sound system is not available unless requested.

### Speaker Ready Room:

A preparation room will be available for speakers use during the conference. Please check at the conference registration desk for the exact location.

### Helpful Hints: The web has several good resources on presenting at technical conferences. High points include:

- Choose large lettering on your slides, easily viewed from the rear of the room
- Each slide should contain a single main idea
- Landscape (horizontal) format should be used
- Choose colors which provide contrast
- Use duplicate slides if you plan to refer to the same slide at different times