Guidelines for Presenters

Poster Boards
• The poster boards used during the evening poster sessions will be 4’ high x 8’ wide boards.
• Thumbtacks, push pins or velcro can be used on the poster boards. Thumbtacks will be available, if needed.
• The location of poster boards will be in the Westminster Foyer, outside the exhibit hall (Westminster Ballroom).
• Posters must be set 15 minutes prior to the start of the session, and can be removed after the session or the following day by 3:00 pm.
• ICDD is not responsible for any posters left by the author(s).
• Posters will be judged, and “Best Poster” winners will be announced at the end of the poster session.

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 Presentations
• 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
  Exception – “New Developments in XRD & XRF Instrumentation” and “Polymers”. Please view the conference Program for presentation times.
• Invited Oral Papers - 30 minutes
• Plenary Session Papers - 45 minutes
  Exception – Hanawalt Award Lecture - 30 minutes

All speakers are asked to allot the last five minutes of their presentation time for discussion.

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.
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