



Guidelines for Presenters

Poster Boards

- The poster boards used during the evening poster sessions will be 4' high x 8' wide.
- 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 Michigan 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, including Best Student Poster.

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 Chair 15 minutes before the start of their session in the room in which the session will be held, to assure the Chair that you are present, and to upload your talks on the provided computer. *You also have the option of using your own laptop computer.*
- Regular Oral Papers - 20 minutes
Exception – "New Developments in XRD & XRF Instrumentation"; 15 minutes
- Invited Oral Papers - 30 minutes
- Plenary Session Papers - 45 minutes
- All speakers are asked to allot the last five minutes of their presentation time for discussion
Exception – "New Developments in XRD & XRF Instrumentation", full 15 minutes for presentation.

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 2016. 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. You also have the option of using your own laptop computer.
If you choose to use your own computer for your presentation, you will need to provide the converter to connect from your machine to the standard DB15 VGA input on the switch box, as well as a remote presenter, if needed, for your machine.
- 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.
- 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

CANCELLATION OF PRESENTATION

If for any reason you need to cancel your presentation, please notify Denise Zulli as soon as possible: zulli@icdd.com. This is important for both oral and poster sessions.