

## *Presenter Guidelines*

### Poster Presentations

- The poster boards used during the evening poster sessions will be 4' high x 6' 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 Huntley Dining Room.
- 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 2:00 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 computer, but you must provide any adapter(s) required to connect to the projector. For more information, see the section below that describes how each room will be equipped.
- Regular Oral Papers - 20 minutes  
*Exception – "New Developments in XRD & XRF Instrumentation I & II"; 12 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 I", full 12 minutes for presentation.*
- 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

#### 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 computer 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 computer, but you will need to provide the necessary adapter(s) to connect from your machine to the standard DB15 VGA input on the projector. If you wish to use a remote presenter, please plan on bringing one that is compatible with your machine.
- A remote presenter (mouse) with a laser pointer, connected to the computer provided for the session.
- 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 sound system and microphone. *We strongly encourage its use.*

#### Helpful Hints

- 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 Poster or Oral Presentation

It is considered unprofessional for a presentation to be cancelled after it has been widely publicized. However, the DXC Organizing Committee realizes that emergencies can arise. If you need to cancel your presentation, please notify Denise Zulli as soon as possible: [zulli@icdd.com](mailto:zulli@icdd.com). This is important for both oral and poster sessions! Those who do not present their publicized work and do not send cancellation notice (No-Shows) will jeopardize their opportunity to present at future conferences.

Please Note: *Denver X-ray Conference/ICDD does not permit any type of recording (photography, video, audio, etc.) of lectures, posters, tutorials, workshops and commercial exhibits at the Denver X-ray Conference without prior permission of ICDD or the individuals/entity involved.*