

Deadlines & Checklist: Presentation

Deadlines:

31 May 18: Closing date for abstracts (deadline extended)

27 July 18: Acceptance notification date

12 Oct. 18: Final version - text for congress documentation (presentations only, no keynote/seminar)

16 Nov. 18: Preliminary or final version, PPT or PDF – presentation (presentations, seminars, keynotes)

Please bring **the final version** of your presentation/seminar to the congress on your notebook or USB stick.

Recommendations & Checklist for Your Presentation / Seminar:

Recommendation	Ok?
<p>Introduction:</p> <ul style="list-style-type: none"> A moderator will lead up to the presentation and introduce both the presenter and company. 	
<p>Title:</p> <ul style="list-style-type: none"> Does the title of your presentation correspond to the title of the paper in the congress documentation? 	
<p>NO sales or marketing slides, NO product presentations!</p> <ul style="list-style-type: none"> Impress your audience with technical competence and a presentation that is practice-oriented, descriptive and clear and offers interesting findings, solutions, project experience, etc. 	
<p>Format / Font:</p> <ul style="list-style-type: none"> Beamers support 16:9 presentation format (except for room "Großer Saal" which supports 4:3). 20 pt font size if possible, font color with clear contrast to the background. Tip: Step back 4 meters and review your presentation on a screen (17", 19"). Whatever you can read without any problems should be well readable in the presentation. 	
<p>Length of the presentation:</p> <ul style="list-style-type: none"> Max. 40 minutes including questions/discussion 	
<p>Max. one slide per minute (rule of thumb for simple slide design):</p> <ul style="list-style-type: none"> In any case, carry out a test run of your presentation to verify its length. Pause between sentences and slides so that your audience can follow your presentation and/or take notes. Tip: The audience often finds the speed of the presentation faster than the presenter does. 	
<p>Less is more:</p> <ul style="list-style-type: none"> Slides support your presentation best with key words, pictures or short sentences. Otherwise, the audience has to take time reading the text on the slide, or they listen and can't read the text. Keep in mind that the congress documentation offers enough space to include all details of your paper. Prefer several slides with simple design to one complex slide. Don't use too many animation graphics. 	
<p>Set-up:</p> <ul style="list-style-type: none"> Introduction, outline/overview, main part, summary/conclusion, discussion 	
<p>Attract the attention of the audience with</p> <ul style="list-style-type: none"> questions ("Who of you...?", "What/how much do you think ...?", "What would you do if ...?", etc.) references to current information (news from the technical press, statistics, etc.) a description of personal experience, typical situations or challenges ("Have you experienced this as well...?", "Imagine ...") short experiments or tests carried out together with the audience requisites to visualize the topic of your presentation 	

Recommendation	Ok?
<p>Introduction:</p> <ul style="list-style-type: none"> • A moderator will lead up to the presentation and introduce both the presenter and company. 	
<p>Wrap up the facts in stories and pictures:</p> <ul style="list-style-type: none"> • Use real-life stories, concrete examples or own experience to back up your statements. Tell the inside story. • Make use of expressive analogies or comparisons (can also be funny/witty). • Short demonstrations make the subjects tangible. • Take time for the essentials and leave out the irrelevant. • Offer advice, recommendations, estimations, prognoses. • Explain important principles and coherences. • Make statements on advantages and disadvantages, cost and benefit, chances and risks. • Provide the audience with checklists and overviews. 	
<p>Pictures/Visual aids:</p> <ul style="list-style-type: none"> • Make sure that your pictures document the content and support or emphasize your statements. • Schematics, tables, diagrams, sketches, photos etc. are better than a lot of text. However, focus on the basics and facts the audience can understand quickly. • The font used in pictures (e.g. screen shots) has to be readable. • Design your pictures such that you don't need a (laser) pointer. • Don't use too many animated graphics. A few cartoons are nice, however, they shall clearly refer to the content. • Make sure you don't violate any copyright. • If you wish to talk about a subject that does not require a slide, use a black slide instead. This way, you avoid having to deal with the remote control of the beamer. 	
<p>Summary:</p> <ul style="list-style-type: none"> • Provide a short and catchy summary of only the key messages, results or appeals. • Pause for a moment before changing to the discussion or questions for your summary to achieve the desired effect. 	
<p>Equally important:</p> <ul style="list-style-type: none"> • Present as if you were telling each individual listener an exciting story. • Don't look at your slides, look at the audience instead and keep eye contact. • If you need the slides for orientation, use the computer screen and don't turn away from the audience. • After each slide change, take a close look at the slide before you start speaking. Take a short pause before transitioning to the next slide so that the audience can follow your thoughts. • Speak from memory and use simple sentences. Remember that this presentation is probably the first time the audience gets information on the topic. • Avoid abbreviations and foreign words unless you can be sure that everyone you want to address knows and understands them. • Text that is not readable or presented without explanation might provoke distrust or dissatisfaction among the audience (subconsciously). 	

Contact for questions regarding presentations:

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