Guidelines for Speakers

At the ISF

- Arrive at the room at least 10 minutes before your session begins with your presentation on a USB drive.
- Introduce yourself to your session chair so they are aware of who you are. Then upload your presentation.
- Invited and contributed talks have been allocated a maximum of - **20 minutes** - including question/discussion time. Chairs have been instructed to be strict on time so parallel sessions are in sync. You will be given a 5 minute and a 1-minute warning and the chair will stop your presentation at the end of the allotted time, regardless of whether or not you are finished. We suggest to aim for a maximum of 17 minutes for your talk to leave 3 minutes for questions and discussion.
- Please stay for the entire session, for the courtesy and benefit of your audience.
- Speak clearly and loud enough to be heard at the back of the room. Be aware of the fact that the ISF is a truly international conference; often more than half of the audience has a first language other than English. If you belong to this group yourself, try to speak slowly and as clearly as possible.

In advance

An ISF is organized for exchanging ideas. Its professional success is measurable by the number of new ideas you get and how much you are able to attract peoples' attention to your own work. The tips and suggestions below are intended to help you. Please put them to good use. Effective presentations make learning and technical advances more likely. They also enhance the perception of the presenter in the eyes of the professional community. Boring, ineffective presentations are not paid much attention and often are quickly forgotten, especially by planners of future invited sessions.

The best speakers are masters in presenting ideas in a way that everyone understands. Poor speakers, on the other hand, often give presentations that nobody understands. One doesn't need to participate in too many meetings before one encounters speakers with the following characteristics:

- the voice is too quiet or too fast
- the text on the slides is too small
- tables contain dozens of 7 digit numbers
- tables and graphs are poorly explained
- the speaker has planned for a much longer talk and what he/she manages to say during the allotted time doesn't make sense when the talk has had to be stopped prematurely.

Content organization

Put your material in a context that the audience can relate to. It is a good idea to aim your presentation for an audience of colleagues who are not familiar with your research area. Your objective is to communicate an appreciation of the importance of your work, not just

to lay the results out. Give references and a way to contact you so those interested in the theoretical details can follow up.

Preparing an effective presentation
1. Keep it simple. Fancy designs or color shifts can make the important material hard to read. Less is more.
2. Only include the most important ideas. Think about what you want the audience to remember, and what is of secondary importance.
3. Remember that many ideas are comprehended differently when heard orally than when the reader can go back and forth over the printed words and symbols. Rehearse with some colleagues present, preferably people who know nothing in advance about your presentation.
4. Pay attention to time. Plan your talk so that you are able to choose in advance what you are going to say, so as to avoid an arbitrary cut at the session presentation. Don't deliver a 40 minute talk in less than 20 minutes. Nothing irritates an audience more than a rushed presentation.

Guidelines for Chairs

Before the session begins
- Be in the room at least 5 minutes before your session begins.
- Make sure that all presentations are uploaded and ready to go.
- Remind each presenter of their allocated time of **20 minutes** and the procedure you will use, 5 and 1 minute warnings using flashcards (see below).
- Remind each presenter that if they want questions or discussion they need to finish before the 20 minutes.
- Insist that all speakers use the microphone if one is provided.
- Check speakers' names (pronunciation), titles, and affiliations.

During the session
- Start on time.
- Highlight the student talks and ask people to rate them for the best student presentation award.
- Use flash cards for 5 minutes and 1 minute to remind speakers about their remaining time. Hold each speaker to their allotted time printed in the program. Timing and floor discussion are your responsibilities.
- Do not allow even one extra minute, because then you will deprive the next speakers of time that was promised to them and for which they have prepared their talks.
- If a presenter ends early or does not attend, use that extra time for questions and comments from the audience, the panel, or yourself. **DO NOT START** the next paper early because someone from another session may have planned to listen to selected talks in your session.
- Make sure the presenters do not block the screen.