

Presentation Kit

The following guidelines and forms will be helpful as you prepare for your oral presentation at the conference. Please note the list of audio-visual equipment which will be available for your use at the conference. If you require any other equipment, you must advise us well in advance and note that you may be responsible for the cost. We will try to accommodate your needs without extra cost to you, but special orders may be charged directly to you. Please check with SCS for prices and availability.

INTRODUCTION

Good visual aids can greatly enhance the effect your presentation has on the audience. Experience at past conferences has shown that many of the oral presentations have not been adequately prepared. Often an attempt was made to present too much material and too much detail. Visual aids, the primary means to hold the attention of the audience, were often poorly conceived and inadequately prepared. It is our hope that these guidelines will help you prepare a better visual presentation.

Most sessions run 90 minutes without a break and typically include four papers. This allows for introductions and then 20 minutes per paper, of which 5 minutes should be reserved for audience questions and comments.

REMEMBER, your entire paper is published in the *Proceedings* and on the CD-ROM. Your objective in the oral presentation should be to describe the highlights of your paper, progress since the paper was written, and future plans. **DO NOT** try to present the paper in its entirety, and do not read it!

BASIC ORGANIZATION

The most significant constraint facing the speaker is the time limit for presentation. As described above, presentations are nominally allotted 20 minutes.

This time limit also restricts the number of concepts or major technical points that can be made by the speaker and absorbed by the audience. As a guideline, it is suggested that a presentation cover no more than 10 technical points. Logically linked by the theme of the paper, each of these technical points can be expressed as a declarative statement, substantiated with supporting material. Though the selection of no more than 10 significant points may seem like a great hardship, it will enhance the audience appreciation of a paper by focusing on the most significant information.

VISUAL AIDS

The best way to present material in a limited time period is to use well-conceived visual aids that support each of the points to be made. As a first approximation, the speaker should **PLAN FOR** overhead foils or **"VIEWING FRAMES"** FOR EACH OF THE 10 TECHNICAL POINTS to be presented. All rooms will be set up for overhead presentations. Any additional audio-visual requirements must be arranged through the SCS office prior to the conference.

Visual aids significantly simplify the presentation task. They simultaneously focus the audience attention and provide cues for the speaker. The speaker should plan to speak about all of the material on a foil (or it shouldn't be there) before amplifying a single item.

In general, include no more than six supporting concepts on each foil presenting one technical point. If there are more, simply select the most pertinent. Remember once again, visual aids are not a complete reconstruction of the manuscript. The full story appears in the *Proceedings* and visual aids are only attention-focusing cues for the most interesting highlights.

TIMING

A speaker can expect to speak about **SIX SENTENCES PER OVERHEAD, WHICH NORMALLY RUNS ABOUT 120 WORDS OR 1 TO 1.5 SPOKEN MINUTES**. Since a speaker will have ten **OVERHEAD FOILS**, the basic presentation will run ten minutes. This allows 5-10 minutes to title, identify, and summarize the basic material, recognizing that audience receptiveness peaks at the beginning and conclusion of each talk.

SPEAKER ATTITUDE AND SPONTANEITY

The primary advantage for the speaker who organizes his presentation in this manner is that he can approach the audience with the assurance that **HE CAN EASILY AND EFFECTIVELY PRESENT THE SALIENT POINTS IN HIS PAPER**.

Since the speaker is cued by his overhead foils, and since he certainly can speak to any of the technical points he has selected for at least one minute, the speaker no longer needs a written speech or even prepared notes. Thus, a measure of spontaneity can enter the technical presentations.

DEVIATIONS FROM GUIDELINES

The Session Chairperson makes the final decisions regarding timing of presentations, subject to the constraint that all papers in the session must be completed within the time allotted. Any deviations from these guidelines should be approved by the Chair.

SPEAKER'S BREAKFAST

On the morning of your presentation, a Speaker's Breakfast will be held for you to meet with your Session Chair and Co-Presentors. This meeting is mandatory.

Audio/Visual Equipment Request

OVERHEADS/ 35MM PROJECTORS

Each meeting room will be equipped with an overhead unit for 8 1/2 x 11 transparencies. 35mm slide projectors will be made available **ONLY BY ADVANCED REQUEST** with the SCS office.

VIDEO EQUIPMENT

Those who wish to make presentations via videotapes must **MAKE ARRANGEMENTS WITH SCS AND PAY FOR THE EQUIPMENT THEMSELVES**. Authors should remember that video equipment and computer projector rental rates are relatively high (\$125-\$300 PER DAY) and the 21" or 25" screens are desirable for use with an audience of over 40 attendees.

LCD PROJECTOR

LCD projectors **must be reserved** with the SCS Office **prior to the conference in order to guarantee availability**.

MICROPHONES/AMPLIFICATION EQUIPMENT

This will be available for every meeting room where more than 40 attendees are expected.

COMPUTERS

Speakers bringing microcomputers for demonstration during their session should notify the SCS office *at least four weeks in advance* of the meeting so that a table and power will be available. Speakers who plan to rent a computer system on their own must **MAKE ARRANGEMENTS TO PAY FOR PICK UP, AND RETURN THE EQUIPMENT THEMSELVES**. SCS accepts no liability for this equipment.

List of Audio/Visual Needs

PAPER CODE _____

List Audio/Visual needs:

To help SCS market the SCSC 2003 more effectively, please answer the following questions:

Target audience of your paper:

List of Hardware/Software used in your paper:

Vendors you feel will enhance the conference Exhibits Area. Please list company, phone number and contacts.

Group: _____

Session: _____

Day: _____

PLEASE RETURN THIS COMPLETED FORM TO:

**SCS
4838 Ronson Court, Suite L
San Diego, California 92111-1800
Fax: 858-277-3930**

AUTHOR'S BIOGRAPHY

Instructions: This is simply to provide your session leader with enough information to introduce you. Authors are encouraged to include a brief biography at the end of their paper if space permits. If you have already sent in a biography with your Registration and Transfer of Copyright form, there is no need to do it again.

Name: _____

Address: _____

_____ Phone No. (_____) _____

Present Employer: _____

Duties or Job: _____

Highlights about your present work: _____

Past Employment: _____

Education: _____

Civic and professional activities, awards etc.: _____

Other: _____

Group: _____ **Session:** _____ **Day:** _____