Presentation Guidelines (Oral)

The IAH 2018 Scientific Committee would like to sincerely thank all authors who have submitted their papers for presentation. Please carefully review this guide which contains all the information you need to prepare your presentation.

1. Preparing a Session Presentation

1) Language : English

2) Presentation: **15 minutes**
   - Time allocated to each oral presentation will be 15 minutes. We strongly encourage you to keep your presentation to 15 minutes or less to allow at least 5 minutes for discussion and questions from the audience.
   - All speakers should be at the session room at least 15 minutes before their sessions are scheduled to begin.
   - Speakers will be responsible for controlling/advancing the slides during their presentations.

3) A/V Equipment
   - Session rooms will be equipped with the following items: A computer running Windows with MS Office 2007, 2010, 2013, Acrobat Reader 8.0 and Windows Media Player, a beam projector and a microphone. A podium and wireless microphone will be provided for speakers as well.
   - There will be an AV technician to assist with any technical issues. In case of using your own laptop for your presentation, we would connect your laptop to the main podium for presenters. Please be sure to bring your back up file just in case.
   - **Apple Macintosh users must bring their <u>Mini Display Port-VGA Adapter</u> for their laptop.**

4) Presentation Material Format
   - We recommend that all speakers prepare their presentation materials using Microsoft Office PowerPoint (PPT) and keep files under 50 MB.
   - We highly recommend you make your PPT slide size as standard (ratio, 4:3)
   - Use a standard font such as Times New Roman, Arial or Tahoma which will be included on the session room computers. If you use any special or unique fonts, your presentation may not appear correctly using the session room computers.
   - We encourage presenters not to use an overabundance of images. Images at a resolution greater than 300 dpi are not necessary. JPG, GIF or BMP images are the recommended file format for inserted images.
   - Use of animations should be kept to minimum.
   - Bring your video files in WMW, MPEG or AVI format with your final presentation.
   - To avoid any commercial bias, all speakers should disclose relevant *conflicts of interest* to participants in a statement on their second slide of presentation.

2. Presentation Material

   - Please bring your presentation files on a USB drive to the Preview Room at least 3 hours before your scheduled presentation.
   - After you have finished reviewing and/or making changes to your presentation, you must notify an A/V technician so that they can review and upload your files onto the PCs connected to each session room.