

GUIDELINES FOR ORAL AND POSTER PRESENTATIONS

1. INSTRUCTIONS FOR ORAL PRESENTERS

Oral presentations of contributed papers are strictly limited to 20 minutes, including discussion. Please prepare a **15-minute talk**. Keep the talk simple, and focus only on the major points. Have the talk simply arranged in a logical sequence and use simple, clear PowerPoint presentations. Avoid distractions. Know your talk well. Bring your talk on a memory stick.

Computers for PowerPoint presentations will be available for use. Any additional technical equipment should be requested at least one month in advance of the presentation.

***If you are preparing a PowerPoint presentation, you have the option to e-mail it to the conference secretary at ipcc@pitt.edu, at least 2 weeks prior to the Conference, so that there are no last minute difficulties. Please DO NOT e-mail your presentation the week of the Conference! It must be received the Thursday before the Conference, at the latest. Even if you email it to the secretary, please bring it on a CD-ROM or memory stick as well.**

2. INSTRUCTIONS FOR POSTER PREPARATION

The dimensions of the poster boards will be 4 ft. high by 6 ft. wide (1.2m x 1.8m).

Technical Details:

Title Banner: A title banner should be prepared which is not more than 4ft. (1.2m) long. Lettering should be at least 1" (25mm) high. The banner should include the title, authors and address.

Poster Units: Each piece of paper, graph, photo, etc. that is placed on the poster board is defined as a poster unit. Please adhere to the following in the design of poster units:

Size: The minimum size of a post unit should be 8 1/2" x 11" (22cm x 28cm). Larger sizes may be used, but size consistency is encouraged.

Type Size: Use a bulletin typewriter if available or lettering that is at least 1 cm high. Please print, do not use cursive.

Line Width: Graphs and figures should be drawn with a line width of 1mm minimum.

DO NOT USE: Line printer output or Polaroid-size photos since they are not effective as poster units. If you must use this type of material, bring several copies to circulate among attendees during your poster session. Remember, your audience must be able to see your material and make sense of it from a distance of several meters away.

Organization

Arrange your Poster Units for logical flow from top to bottom, left to right. Number Poster units in the order you wish them to be viewed. Use Connecting Lines (charpak or colored tape) to guide the viewer Block and Subtitle several Poster Units devoted to a specific part of the work; e.g., apparatus, sample work-up, experimental details, etc. **Try to lay out your Poster before coming to the Conference.**

Content

OBJECTIVE: The first poster unit should be devoted to a concise, straightforward statement of the objective of the work.

BODY: Other poster units should demonstrate in some, not great, detail the work that was done and typical results.

RESULTS AND/OR CONCLUSIONS: One poster unit should present the results and/or conclusions of the work.

General

Set Up Time: TBA

Supplies: The session co-chairman will provide materials for putting up your poster. Do not write or paint on the poster boards.

Session: Authors must be present at their posters at the designated poster session period during the conference.

Take Down Time: TBA