Instructions for oral presentations at NES2012

About the time scheduled for your presentations

- Each session includes a maximum of six oral presentations. Each presentation is 15 minutes, including the conference chairs introduction of you and a few minutes for questions. **You are not allowed to exceed your 15 minutes** (unless the conference chair gives other instructions). **Aim at a presentation of maximum 12 minutes!**

  It is important to keep to the schedule to allow conference participants to go between sessions to listen to selected presentations in different sessions. The chair will adjourn the session in case of drop-outs or use the time for non-scheduled topics relating to the theme of the session.

- Each session has a Session Chair, who will introduce each speaker to the audience and supervise that the oral presentations including questions will not exceed the allotted time of 15 minutes. The Session Chair will give a reminder after 10 minutes of your presentation and stop it after 12 minutes.

About conference language

- The presentation language is English unless otherwise stated with the conference committee.

About submitting your Powerpoint-document in advance

- The format of the presentation should be PowerPoint or PDF-file. The file containing the presentation **should be named with the session number** (see conference program) **followed by the surname of the first author, e.g A1_ Antonsson.ppt**.

- Bring your presentation on a MS Windows readable USB stick or CD-ROM to the session room and upload it on the computer in the session room, preferably in the morning of the day of your presentation or **at latest (but not recommended)** 15 minutes before the session starts and. There will be files for the session of the day on the computer desktops. Alternatively you can mail your presentation in advance to slides@nes2012.se and your presentation will be put in place for your session.

When you build your Powerpoint-presentation

- Use standard fonts (e.g., Times Roman, Helvetica, Arial, New Times Roman). If an unusual font is used, it may not appear as intended.
- The wording should be large (not smaller than 20 points) and as legible as possible.
- Try to keep the content of your slides and their appearance as simple and consistent as possible. Simple and effective graphics will enhance the presentation.
- The colours and background of the slides have a large impact. Use colour schemes that have sufficient contrast between text and background.
- Consideration should be given to colour blindness when choosing colours for your presentation, e.g. avoid use of red and green together on graphs.
- Each slide should contain only the main points that need to be conveyed. Avoid overcrowding of the slide with a lot of text.
- Where possible each slide should be restricted to one idea. A theme can always be expanded with further slides, building from the original.