



Guidelines for Oral Presenters at GPR 2002

All oral presentations will be 20 minutes long and consist of a 15-17-minute presentation followed by a 3-5-minute question period. The preferred method of presentation is to use PowerPoint through a data projector. A data projector and laptop computer will be available. Presenters may use their own laptop computers. It is recommended that presenters bring a copy of their PowerPoint presentation on CD-ROM or Zip Disk.

Presenters should notify the chairperson of their session as early in the conference as possible. Presenters should also confirm their readiness in the break immediately prior to their session. There will also be an audio-visual (AV) facilitator responsible for each session. Introduce yourself to them immediately prior to your session and tell them if you are not using PowerPoint and any other audio-visual aids you will require. Presenters should sit in the front row during the session they present.

Presenters should expect to be contacted a few weeks prior to the conference by their session chair who may request a short biography suitable for an introduction (i.e., education, university or company, current interest).

Available audio-visual aids

The preferred method of presentation is PowerPoint. The data projector is an EPSON Powerlite 710c, 1024 x 768 resolution. The data projector can also accept video in a variety of formats: NTSC, PAL, SECAM. It is recommended that presenters bring a copy of their presentation on CD-ROM or Zip Disk.

Alternatively, a slide projector and overhead transparency projector will be available to presenters who are unable to create PowerPoint presentations.

A lapel microphone and laser pointer will be available to all presenters.

A speaker's preparation room will be setup with the same equipment as the conference rooms. Please use this room to familiarize yourself with the operation of the equipment. In particular, ensure your CD-ROM can be read by the computer or that you can quickly and reliably connect the data projector to your computer. Presenters using slides should load their slides into the carousels in the speaker's preparation room and check that slides are in the right order and correctly oriented. Presenters should give their loaded carousels to the AV facilitator immediately prior to the start of their session.

Reminder to foreign delegates: U.S. has 120VAC, 60 Hz power supply.

Presentation tips

- Pick the most important points that you wish to convey, and focus on them.
- Use graphs, figures and pictures extensively, and limit your use of equations.
- Limit your use of text. Speak to illustrations rather than bullet points.
- Rehearse your talk.
- Test run the audio-visual equipment in the speaker's preparation room.
- Have overhead transparencies or multiple CD-ROMs as a backup.
- During a conference break get a feel for where everything is on the presenter's stage.
- After questions are over quickly pass the lapel microphone and laser pointer to the next presenter.

Presenters are reminded that failure to show and give their presentation without compelling cause (such as illness or accident) will be regarded as a serious breach of faith by many in the scientific and technical community. Failure to show may prevent the author from having papers accepted at future international GPR conferences.

Please contact the GPR 2002 Chair, Steve Koppenjan, for any inquiries on oral presentations.