



Presentation Guidelines for Engineering in Chalk 2018: September 17th and 18th 2018.

CHALK 2018

Oral Presentation Guidelines

Please read the following guidelines and information to facilitate the successful delivery of your oral presentation. Please plan carefully the design and preparation of your presentation so that it is effective and informative, and can be delivered within your allocated time slot.

Preparing your presentation

- Slides should be prepared with aspect ratio 16:9.
- The first slide of your oral presentation should include: The paper title and all authors.
- Please avoid using very dark backgrounds for your slides.
- If possible please embed all videos into your presentations and remember to bring the videos as well.
- If you are presenting in the Great Hall do not use small text or images as the back rows will not see them clearly.

Submitting your presentation

- Speakers are not able to present using their own devices.
- You should provide your presentation by email in advance of conference so it can be uploaded to the system (the email address will be notified the week before the conference).
- If absolutely necessary, you can upload your presentation onsite on the day using your USB device (At least 1 hour before the start of the session).
- Technicians can assist you with uploading your talk.
- Please note which conference room you are presenting. Please bring a back-up copy of your presentation to the meeting room.
- Further questions? Contact j.lawrence@imperial.ac.uk

The lecture theatres will have the following audio-visual equipment:

- Screen and LCD Projector (aspect ratio 16:9; resolution 1920x1080).
- PC with PowerPoint and Lapel microphone (please wear the microphone to ensure audience comprehension).
- Sound connection from the PC.
- A laser pointer will be provided in all meeting rooms.
- Due to copyright restrictions, strictly no recordings of any kind are permitted.

Guidance for Speakers

- **It is vital that your presentation does not exceed your allocated time slot** – Session chairs will cut off any over-running presentations. Please prepare your presentation accordingly.
- The content of your presentation should not contain any overt advertising or promotion. The presentations are intended to be informative and provide the audience with an honest and balanced view on the subject of the presentation.
- The audience at the conference will be diverse in terms of culture and gender. The Speaker should respect these differences and differences of viewpoint both during the presentation and when responding to questions. This is simply a matter of courtesy.