

## PLATFORM PRESENTATIONS

**Platform Schedule.** The platform sessions will be conducted in eight concurrent daytime tracks, Monday through Thursday. Your November 20, 2009, placement notification letter states the session to which your paper has been assigned and the day the session is scheduled. You will receive a letter in April stating the specific time assigned to your presentation and providing a biosketch form to fill out for use by the session chair when introducing you.

**Speaker/Chair Meetings.** You are to attend a meeting before your session. The meeting will be attended by the session chair(s) and the speakers involved in the session. The April letter will inform you of the time and location of your meeting.

**Planning the Oral Presentation.** Your prepared remarks should occupy about 18 minutes; questions from the audience will take approximately 5 minutes, and 2 minutes will be used for transition to the next speaker. Session chairs will enforce this 25-minute total allocation for each paper. When planning your 18-minute talk, please limit background material, site descriptions, and information about standard methods to the first 3 or 4 minutes, leaving time to emphasize your results and conclusions. We recommend that you do dry runs for colleagues before you come to the Conference, checking the content and timing of your talk and the legibility of your visual materials. This will help to ensure that your research results are conveyed effectively to the members of your audience.

**Preparation of PowerPoint® Slides.** A common complaint among attendees is that speakers use visuals that cannot be read by the audience because of poor graphic design and/or too much information appearing on each image. The session rooms are large, and many of the people in your audience will be sitting a considerable distance from the projection screen. Please keep the following points in mind when preparing your visuals:

- ◆ Carefully consider how many images you can use effectively in an 18-minute talk. In general, 20 to 25 slides is the maximum number you should plan to use.
- ◆ Use large type (at least 24 point) and select an attractive color scheme that provides maximum contrast and visibility—light text on a dark background or dark on light. A dark background in a cool color (e.g., blue or green) with yellow or white type works well.
- ◆ Select only the most relevant information and carefully restrict the amount of text and complexity of drawings and tables.
- ◆ Avoid using large headers and footers (e.g., company logos) because they will distract attention from the content of the slides.

**PowerPoint®.** By May 3, you will receive information on how to upload your presentation file to a Battelle server. ***Your file is to be uploaded by May 14.*** Bring a backup copy of your file to the Conference. Each platform session room will be equipped with a digital projector, a computer (running MS/Windows®7 and supporting PowerPoint® 2007 and earlier versions) and necessary peripherals. Staff will be present to run the equipment. If you wish to use any special equipment, please contact Joanie Purvis (e-mail: purvisj@confgroupinc.com; tel: 800-783-6338 or 614-488-2030;) by April 16 to discuss your needs and get an estimate of the rental cost. ***Note: No Internet connections will be provided in the session rooms.***

**Speaker Practice Room.** Prep rooms will be available for your use in reviewing your presentation in private.