Podium Presentation Guidelines

Congratulations on the acceptance of your paper for a podium presentation. This is an excellent opportunity for you to share knowledge and information with your colleagues. It is important that you prepare an interesting and informative oral presentation for the conference. Please review these guidelines, they may help you prepare for your oral presentation.

Preparing

When you organize your talk, it may be helpful to begin by considering the following:

1. What is the topic of your presentation?
   a. clearly state your topic.
   b. Reiterate your topic in your visual presentation.
2. Who is your audience?
   a. ITCSD2020 is committed to promoting an inclusive professional organization. It is important that your presentation is geared to reach a diverse audience.
   b. Content, including audio and visual, should not contain any terms/ language that could be considered offensive.
3. What is the objective of your presentation?
   a. Choose main points and objectives of your paper and elaborate on them.

Your Presentation

Once you have answered these questions, you may then begin to outline your presentation.

1. Introduction/Opening
   a. State your goals or ideas in general terms.
   b. Intros can include: a relevant story, anecdote, or quote; startling statistics if appropriate; a metaphor or comparison.
   c. Use humour very carefully; it can be powerful and engaging, but jokes are risky and difficult to use successfully. Do not use humour that could be deemed offensive to a particular group.
2. Body
   a. Discuss your main idea(s) in detail and use supporting examples.
   b. Use visual aids to reinforce.
   c. Reiterate your points and develop a theme.
3. Closing
   a. Summarize your main points.
   b. Restate your goals, plan of action or any future plans.
   c. Explain the value of your discussion.
   d. Return to the opening theme or story or share another relevant story, anecdote, or quote.
Guidelines for Preparing Your Visual Aids

Once you have prepared your own podium presentation, you may then decide to incorporate visual aids such as: power point presentations, videos, or posters.

1. Remember to “Keep it Short & Simple” (KISS) and “less is More”.
2. Choose your visual aids carefully and make each one count.
   a. Determine if the information really needs visual representation.
   b. Too many visual may overwhelm an audience.
   c. Prepare your visual aids so that everyone in the audience can see the information.
3. Power Point
   a. A Power Point Template has been prepared for your convenience.
   b. Use 20 pt. font or larger.
   c. Power Point presentations increase the capabilities of the presenter; however, a speaker does not want to be upstaged by his/her visual aids.
   d. Please understand that your presentation time begins when you are introduced. Speakers will not be permitted to upload their presentations after the session begins.
   e. Please turn in your PowerPoint to the conference staff by 12 February. A link where you can upload the presentation will be sent.
4. Video
   a. Show only high-quality video, never those that have been copied over and over.
   b. Review video to make sure sound and quality are good from the beginning to end.

The Final Step

1. Practice, Practice, Practice.
2. The presentation should be well rehearsed, as papers should not be read, but rather a presentation prepared.
3. As your practice, be extra conscious of such things as elocution and time constraints.
4. If you have practiced your presentation and are comfortable with your material and visual aids, then you will be more relaxed and an effective speaker.

On the Day of the Presentation

1. Consult the final Program for the session and location of your presentation.
2. Please arrive 15 minutes prior to the start of your sessions and contact your session moderator.
3. The moderator will be in touch with you prior to the start of the conference.
4. You will have approx. 15 minutes for your presentation, plus approx. 2 minutes for Q&A.
5. Laptop computers will be provided for each session and all presentations for that session will be pre-loaded onto that computer by the conference staff.
IMPORTANT REMINDER:

If you cannot appear for your presentation, you must contact the conference Co-Chair, Deepankar Ashish at deepankar1303@gmail.com as soon as possible so that a replacement speaker can be sound.

Best wishes on your presentation!