

## INSTRUCTIONS FOR PREPARING ORAL PRESENTATIONS

- Keep within the allotted time slots (as the programme is very charged, no exceptions for overtime will be allowed):
  - ✓ Keynote Presentations: 45 minutes including at least 5 minutes for discussion
  - ✓ Oral Presentations: 30 minutes including at least 5 minutes for discussion
- Prepare your presentation(s) in **PowerPoint 2010** format (**.pptx**). Should presentations be submitted in a different format, no responsibility can be assumed for problems arising through conversion. Advise email: [AWConf2017@iaea.org](mailto:AWConf2017@iaea.org) if you need any special software for display or playback of images, videos etc. that will be embedded in your PowerPoint presentation.
- Using PowerPoint slides are a great way to support oral presentations, visualize complicated concepts or focus attention on a subject. However, a bad presentation can achieve the opposite, and slides with too much text or bad graphics can distract or worse, irritate the audience. Some recommendations:
  - ✓ Title Slide: The first slide should have the title of the presentation, the name(s) and main affiliation(s) and logo(s). It will be displayed until the presentation starts and allows the audience to prepare for your talk.
  - ✓ Keep the design very basic and simple. Do not crowd slides.
  - ✓ Try to limit your presentation to 1 slide per 1 min to deliver your message, i.e. 25 slides for Invited Speakers and 40 slides for Keynote Speakers.
  - ✓ Use animations and media sparingly, they should not distract.
  - ✓ Images are key elements of every presentation. Have relevant images in your slides rather than text; but do not use images to decorate.
  - ✓ Use graphs rather than tables if possible.
  - ✓ Keep the data on slides simple. If you have a great deal of data, divide them among several slides. Preferably no more than **8 lines per slide and 7 words per line**.
  - ✓ Spaces between lines should be at least the height of an upper case letter.
  - ✓ Use large, legible letters. Use **font size 24 or larger**.
  - ✓ Consistently use the same font face and sizes on all slides.
  - ✓ **Use fragments and keywords only; no full sentences**. This will allow you to talk freely rather than read your slides, which should be avoided.
  - ✓ Match colours for design; avoid too many or too vivid colours at an instance.
  - ✓ Keep good contrast in mind so that readers do not have to strain to guess the text on your colour slide. So stay away from weird colours and busy backgrounds.
  - ✓ Don't speak too fast; there will be many non-native English speakers in the audience.
  - ✓ On the last slide, summarize the main points and highlight the take-home messages that the audience should remember. It is also the last time to win the audience for your view on the topic.
- Bring your presentation (on a USB memory stick) to the Preview Room (Room C0445), at the latest **one day prior** to your presentation (Monday 22 May presentations should be delivered preferably on Sunday 21 May afternoon or the latest before 09:00 on Monday).
- Presentations from personal laptops will **not** be possible.
- At the end when answering questions, try first to shortly repeat the question to allow the audience to listen and the person asking to correct you in case something else was meant.