

IST-Africa Presenter Guidelines

1. Equipment

All meeting rooms are equipped with a PC and an LCD projector. When preparing your presentation, you should be aware that **no Internet connections** are provided in the session rooms.

Please submit your PPT online by Wednesday 25 April. The final version submitted online by lunchtime on 15 May will be put on the machine in the session room. If you make changes after this date it is necessary to bring the updated PPT with you on a memory stick. You should bring a back up of your PowerPoint presentation on CD-ROM or memory stick. It is important to go to the appropriate session room at least 20 minutes in advance of the start of your session to ensure that you have adequate time to test your presentation onto the PC. Please be considerate of your fellow presenters.

2. Presentation Duration

The duration of each presentation will be a maximum of 20 minutes (10 - 15 minutes presentation and at least 5 minutes to answer any questions and allow time for discussion). Allowing 90 seconds per slide, you should aim to present everything in a maximum of 10 - 12 slides.

All delegates will have received a copy of the conference proceedings at registration and therefore have the opportunity to read your full paper either in advance of or following your presentation. Do NOT try to cover all aspects of your paper in a 15-minute presentation. Select a focus likely to be of interest to the target audience and encourage them to ask questions and read your paper.

3. Presentation Layout

Please ensure that you use the IST-Africa 2017 PPT template. Please insert your organisational logo in the Master Slide (View Master – Slide Master) and update the Session information and copyright notice. If your project is EU-funded, please remember to also include EU logo.

- Use landscape format
- Use black text on a white or light coloured background. Avoid vivid colours and white text on a strong coloured background. Colour combinations resulting in a low contrast should also be avoided as they will be difficult for you and the audience to read.
- Text and diagrams should be within 80 % of the total height and width of the projected area.
- All text should be at 18 point to ensure it is easy to read at a distance.
- Limit each slide to one key point and allow 60 to 90 seconds viewing time while you speak.
- Each slide should have no more than six lines and each line no more than six words.
- Avoid unnecessary animation as it distracts from the content of your presentation
- All presentation material should be provided in business English.
- Showing one or two key screen shots can be interesting to an audience – more is distracting.

4. Content

It is important to establish the content context at the start of the presentation. Take one minute to briefly introduce yourself, the topic you are going to address, and the structure of your presentation. This will give you time to relax and give your audience time to focus on your topic.

The purpose of your presentation is to outline research results or industrial case studies of international as well as regional interest. The audience is interested in hearing why it was necessary to embark on your research and what has been learnt to date. They are also interested in your thoughts as to how the results of your research or the methodology used can be applied to solve similar problems either in another domain or in a different region or country. Focus your

presentation on the relevance of what you have found out to date. It is important to stimulate discussion and debate in the audience. One slide is more than sufficient to acknowledge your project consortium, the partners and funding bodies. This is NOT a project presentation – it is not appropriate to focus on individual workpackages, the responsibilities of individual partners or a discussion of in-depth project related details.

Your presentation should cover the following key points:

1. Title, authors and affiliations
2. Motivation, problem area
3. Objectives of the research
4. Research approach, methodology used to solve the problem
5. Major outcomes and their significance
6. Conclusion and outlook

5. Preparation for your presentation

It is critical to rehearse your presentation in advance in a similar environment (timeframe, slides and technology). You should be extremely familiar with your presentation so that if necessary, it would be possible to present without any slides as prompters. Make sure you have a hardcopy with three slides to a page so that you do not keep on looking up at the screen. This is obviously also a lifesaver if the technology fails;-) This will allow you the flexibility to being able to establish eye contact with the audience to reinforce key points, be more interactive and therefore make a more stimulating presentation. TALK TO the audience – they can read the slides themselves and you are less likely to simply repeat what is written on the slide!

There are very few presenters who have the gift of giving a high quality spontaneous presentation. The more often you practice your presentation with different audiences, the better and more confident it and you will sound. It is a good idea to select a small group of colleagues and friends so that you get useful feedback to fine tune your presentation from different perspectives.

It is important to catch the attention of your audience at the beginning of your presentation and provide a clear summary at the end to allow for the fact that people can lose concentration.

6. Setting up for your presentation

- Please go to the session room at least 20 minutes before the actual session starts.
- Introduce yourself to the session chair and other presenters. Please bring along a short printed biography and let the chair know what you would like to achieve by making this presentation so that this information can be shared to the audience in the general introduction.
- Check the version of the PowerPoint presentation on the PC, update if necessary from back up on your memory key and familiarise yourself with the equipment.
- Breathe deeply and focus on your opening words to ensure you make a confident start.

7. Summary of Presentation Tips

- Introduce yourself and your topic, and briefly explain the content focus of your presentation.
- Be professional in the way you dress and speak. Your appearance (dress and grooming), the quality of your handouts and your visual presentation, etc., are very important.
- Timing - Start promptly, speak clearly and simply, and keep within your time frame. Remember to leave enough time for questions afterwards.
- Be enthusiastic about your presentation and remember to smile - this will help to relieve some of the stress.
- Make eye contact with your audience.
- Speak clearly and remember that you may be talking faster than you think. Use intonation to keep the audiences attention.
- At the end of your presentation, thank your audience for their time.