

The 2015 AMMCS-CAIMS Congress

Instructions for Speakers and Presentation Facilities

All rooms are equipped with multimedia equipment (PC, LCD projector). A list of papers to be presented in each session will be posted outside the door of each lecture room. Speakers should meet with one of their session co-chairs in advance of their session in order (a) to confirm their presentation, (b) to provide the chair with basic personal information for a proper speaker introduction, and (c) to test their presentations. The presentation time for your paper is 17 minutes, followed by 3 minutes for questions (20 minutes in total).

The main way to deliver your presentation at the 2015 AMMCS-CAIMS Congress:

- Prepare a PDF presentation and take it with you on a USB memory stick. Presentation PCs and projectors will be available in each room. You will have the opportunity to copy your presentation onto the presentation PC during the break immediately preceding each session. Alternatively you can run your presentation directly from the memory stick. Even if you prepare a Powerpoint presentation, **we strongly recommend having a backup PDF file of your presentation on your USB stick.**

An alternative way to present your talk:

- Bring your own laptop and connect it to the projector in the presentation room. This way is only available to those who may be using non-standard and special media files. **Important:** (a) please note that the delays from connecting your laptop and setting up may shorten your presentation time; (b) if you use this alternative way, we request you to have a backup PDF file of your presentation on your USB stick.

Please note that there will be NO overhead transparency projectors guaranteed in each room. The main way to deliver your talk at the AMMCS-CAIMS2015 is a PC-based presentation. If you have any questions, please contact the organizers.

Other Important Issues:

- **Do not put** an excessive amount of text on your slides. Make text easily legible, use clearly contrasting colors and enough large fonts so that the presentation will be readable from a distance.
- **Structure** your presentation well, including outline of main points, introduction, details of main points in the research, and conclusion.
- **Remember** that, as a rule, each slide needs approximately 1 minute to talk about.
- **Be sure** to address the audience! Address yourself to those in the rear, instead of those in the front of the room. If you have your back to the audience and speak to the screen, the audience will not hear you at all.
- **Prepare** to speak from limited notes or memory. Speak aloud and slowly, so that you may be heard by everyone in the audience.