20th Israeli Conference on Plasma Science and Applications
Tel Aviv University – 29 January 2018.

Guidelines for Presenters

All Presenters

- Choose what you present according to the time and space allocated.
  - You cannot present several years work in one 15 min talk or a single poster
  - Trying to jam too much into your presentation will make a poor presentation
- Graphics
  - All letters, symbols, etc. on posters and lecture slides should be sufficiently large, and not crowded
    - Lecture slides should be readable from the back of the auditorium
    - Posters should be readable from 1.5 m away
  - Bullet points only
    - No complete sentences
    - Only key words
- Don't be a no-show! If you must cancel, notify the program committee.

- Preparation Resource: https://www.youtube.com/watch?v=kb0iZnRGsnQ

Poster Presenters
- Poster Purpose – facilitate discussion among interested colleagues
  - Engage visitors in conversation
  - Prepare a 3 min summary of your work and present it to each visitor
  - Use the poster as a backdrop, to explain and illustrate selected points about your work
  - Be at your poster during the poster session, and also for part of coffee breaks

Oral Presenters
- Your time slot (15 minutes for regular oral presentations) includes ~ 1 min for changing over between speakers, and 2-3 minutes for questions and discussion.
  - $\therefore$ net time for presentation is 11 min
  - ~ 11 slides
  - Time and rehearse your presentation
  - The conference will have 0-tolerance for overtime speakers
    - Running overtime is discourteous to other speakers
    - Running overtime is discourteous to the participants
      - Most important session of the conference is the coffee break!
    - At the end of the allotted time, speakers will be cut-off without mercy.
      - No last slide, no summary, or anything overtime.
- Presentations should be in English, to accommodate foreign participants
- Recommend using Power Point to prepare lecture slides
  - Use default formats for good letter size and spacing.
- If you have embedded material (video clips, animations, etc.):
  - These add a lot to the presentation, but often difficulties encountered when using a different computer.
  - *.pps or *.ppsx slide show file format often more successful than *.ppt or *.pptx format.
  - Arrive early and test your presentation on auditorium computer
    - Be prepared to upload supporting files as well as power point file.
    - Have a back-up plan
- Arrive early and upload your presentation to the auditorium computer during registration (or during coffee breaks or lunch for later sessions).
  - Test your presentation on the auditorium computer

- o If you must use your own computer, the time required to switch over both before and after your presentation will be subtracted from your allotted time.
    - ▪ i.e. figure on a 10 min net lecture time
- Avoid slides having only equations
    - o They are boring, and cannot be absorbed in real time
- Avoid slides having multiple graphs or pictures
    - o Usually they are illegible, and contain too much material to be absorbed in real time
- Avoid slides having pictures of published papers
    - o They contain no scientific information, and cast a bad impression of self-advertising.
- No reference citations in lecture
    - o Can't be absorbed in real time
- Emphasize the main points, and avoid details
    - o Details cannot be absorbed in real time