

## **PLATFORM PRESENTATIONS**

**PLATFORM SCHEDULE.** The platform sessions will be conducted in five concurrent daytime tracks Wednesday through Friday, May 6–8. The accompanying placement notification letter states the session to which your paper has been assigned and the day the session is scheduled. You will receive a letter by March 31 stating the specific time assigned to your presentation and providing a biosketch form to fill out for use by the session chair when introducing you.

**SPEAKER/CHAIR MEETINGS.** You are to attend a breakfast meeting the day of your platform presentation. The meeting will be attended by the session chair(s) and the speakers involved in the session. The March letter will inform you of the time and location of your meeting.

**PLANNING THE PRESENTATION.** Talks will be scheduled at 25-minute intervals, and the session chairs will enforce the time limit for each speaker. Plan to speak for about 18 minutes, leaving 3 to 5 minutes for questions and 2 minutes for transition to the next speaker. Please limit background material, site descriptions, and information about standard methods to the first 3 to 5 minutes—emphasize results and conclusions. We recommend you do a dry run or two for colleagues before the Symposium, checking the content and timing of your talk and the legibility of your visual materials. This will help to ensure that your research results are conveyed effectively to your audience.

**DESIGN OF VISUAL MATERIALS.** A common complaint about platform presentations is that speakers use PowerPoint® slides that cannot be read by the audience because of poor graphic design and/or too much information appearing on each image. The session rooms are large, and many of the people in your audience will be sitting a considerable distance from the projection screen. Please keep the following points in mind when preparing your visuals:

- ◆ Carefully consider how many slides you can use effectively in an 18-minute talk. In general, 20 to 25 slides is the maximum number you should plan to use.
- ◆ Use large type (at least 24 point) and select an attractive color scheme that provides maximum contrast and visibility—light text on a dark background or dark on light. A dark background in a cool color (e.g., blue or green) with yellow or white type works well.
- ◆ Select only the most relevant information and carefully restrict the amount of text and complexity of drawings and tables.
- ◆ Avoid using paragraphs; instead, use bullet points with at most 6 points per slide.
- ◆ Avoid using large headers and footers (e.g., company logos) because they will distract attention from the content of the slides.

**POWERPOINT®.** By April 17, you will receive information on how to upload your presentation file to a Battelle server. ***Your file is to be uploaded by April 24.*** Bring a backup copy of the file with you to the Symposium. Each platform session room will be equipped with a digital projector, a computer (running Windows®XP and supporting PowerPoint® 2007 and earlier versions). Staff will be present to run the projection and sound equipment. If you wish to use any additional projection equipment, please contact Joanie Purvis (tel: 800-783-6338 or 614-488-2030; e-mail: info@confgroupinc.com) by March 23 to inquire about availability and possible rental costs. ***Note: No modems or Internet connections will be provided in the session rooms.***

**SPEAKER PRACTICE ROOM.** A private prep room will be available for speakers' use in rehearsing presentations.