

Oral Presentation Guidelines

Please note the followings:

1. Each presentation is scheduled for 20 minutes (15 minutes for presentation plus 5 minutes for questions). If the audience has additional questions they will be asked to discuss their questions with the presenter after the session.
2. Presenters should be present at the session 10 minutes earlier to meet the session chair and upload their presentation.
3. Each room is equipped with a PC, a projector, a laser pointer and a white board.
4. Please bring your presentation file on a CD or a USB flash memory stick.
5. Please prepare your files in ppt format using **Microsoft Office PowerPoint 2003**.
6. In order to maximize the visibility of your presentation, it is recommended that you use color carefully.

The guidelines for font style and sizing in electronic presentations are as follows:

1. Arial font is strongly preferred. Arial font has an equal line width for all parts of all characters and projects clearly. Furthermore, it is available on Microsoft PowerPoint. If you do not have the Arial font, then choose a simple font, such as **Times New Roman**.
2. The recommended font sizes are
 - 36 point for titles
 - 30 point for sub-titles
 - 26 point for major bullets
 - 24 point for indented bullets
 - Minimum 20 point for text on illustrations, graphs, figures, etc.

Note: texts smaller than 24 point will be difficult to read from the back of the room.

3. Do not cram your slides with a lot of information. Put enough text to present the main points and guide your talk.

Yours sincerely

Conference Secretariat

Prof. V. Esfahanian