ORAL PRESENTATION GUIDELINES

Congratulations on having your work accepted to the 4th International Symposium on Iron Ore Pelletizing. We look forward to hearing your presentation. In order to effectively communicate the results of your research, innovation or project at the conference, you are kindly requested to follow these guidelines when preparing your presentation.

The Symposium will feature a networked presentation submission system. The tips below will help ensure that little, if any, editing will need to be done on-site, allowing you to quickly review your presentation and then attend other meetings in progress. The tips below are for both Windows and Mac users. As all the provided computers will be Office 2013 operated PC’s, Mac users should additionally review Considerations for Mac Users.

RECOMMENDATIONS FOR SPEAKERS

The date and time of your presentation are detailed in your notification e-mail.

A time slot of fifteen (15) minutes has been allotted to each speaker, followed by five (5) minutes for questions. A moderator will be present to introduce you (less than one minute) and keep strict attention to the time schedule.

As general guidance, it is often assumed that each slide takes a minimum of one minute to present. Please select your vocabulary to address as wide an audience as possible. Do not use abbreviations or expressions unfamiliar to the audience and do not show more information on one slide than can be assimilated in 30 seconds. Employers’ logos (companies, universities, government departments, etc.) should appear on the opening slide only.

Oral presentations will be supported by PowerPoint only. No equipment for presenting films or overhead transparencies will be available at the Symposium.

GUIDELINES FOR POWERPOINT PRESENTATIONS

KEY POINTS

Presentations will not be collected in advance. Please check in at the Speaker Ready Room (room #201C) at least 4 hours in advance the day prior to your scheduled time to upload and review your presentation.

TECHNICAL REQUIREMENTS

Slide aspect ratio
The PowerPoint presentations will be projected in the widescreen format with the aspect ratio of 16:9. If your slides have aspect ratio of 3:4, please convert them in 16:9 if possible. Click here for help on conversion of default slide format to the widescreen. If you experience any difficulty to convert your presentation a technician will be available in the Speaker Ready Room to resolve any technical issues.
Got Movies?
The preferred format is Windows Media Video (WMV). While some conversion may be necessary, we can also accept movies created as MP4 (ideally MPEG4 but H.264 codecs as well), AVI (Divx, Xvid, or WMV codecs), MPG (MPEG1 & MPEG2) and MOV (H264 & MPEG4).

Please note that presentation rooms are not equipped with a sound system to play the audio of your videos. If you play a video, please know that there will be no sound.

Please remember to compress your videos no matter which format you prefer. Your movie will upload faster and load faster during your presentation with no distinguishable loss in video quality. If you plan to play a DVD as part of your presentation, please notify a technician in the Speaker Ready Room so arrangements can be made for assistance in your meeting room. Click here for a help on adding videos to a PowerPoint presentation.

Special Fonts?
The only supported fonts are those included with Office 2010. If you need a specialized font, it should be embedded into your PowerPoint presentation. Click here for explanation of this process.

What File Types Can I Upload?
We currently support all versions of PowerPoint through Office 2013. If your PowerPoint presentation is from a version prior to Office 2010, the system will be able to open and read the file.

CONSIDERATIONS FOR MAC USERS

Keynote
Currently we do not support Keynote files. Please convert your keynote presentation to either PowerPoint format or Quicktime movie.

Pictures
If you use a version of PowerPoint prior to 2008, please be sure embedded pictures are not in TIFF format. These images will not show up in PowerPoint. With PowerPoint 2008 for Mac or newer, any inserted image will be compatible. To ensure there are no picture problems, please check your presentation in the Speaker Ready Room.

Apple MOV files
PowerPoint 2013 or higher supports playback of MOVs. The best compatibility for MOV playback is to use MPEG4 as your codec, in some cases H.264 will work as well. If you are using an earlier version of PowerPoint (older than 2010) please export MOV files to Windows Media WMV with Quicktime 7 Pro. If you cannot convert the files or have a considerable number of MOV files, please check with a technician in the Speaker Ready Room who can make arrangements to convert videos.
BEFORE YOUR DEPARTURE

Backup
Please bring a copy of your presentation along with you when you depart for the Conference. Copy your PowerPoint and all movies to a folder on a USB flash drive. PowerPoint 2013 will embed movies by default, however you should still bring the videos for backup. All prior versions of PowerPoint will not embed the movies. They must all be placed in the same folder as your PowerPoint presentation. It is a good practice to keep a second copy of your presentation and your movies in your luggage.

AT THE SYMPOSIUM

All presenters must check into the Registration desk at least 4 hours prior to their session time or the day prior to their scheduled presentation to upload their presentation files.

Be sure to use the mouse/clicker to advance your slides and not the keyboard, as you will only have a mouse/clicker at the podium to advance your presentation; Left click advances, right click goes back. Once you are comfortable that your presentation is complete, confirm the date, time, and room for your session.

IN THE MEETING ROOM

Please arrive at your session meeting room at least 15 minutes before the start of your session. Take time to familiarize yourself with the setup at the podium. Located in front of you is a monitor where you can follow your presentation. On the screen, a folder will be open, simply select your presentation. At the end of your presentation, you can close your PowerPoint.

CONTACT
Should you have any technical questions not addressed in this document, please feel free to e-mail clepage@agoraopus3.com Please be sure to include International Symposium on Iron Ore Pelletizing in the subject.