EFTF 2014 Presenter Information

Oral Presenters

◦ The duration of a presentation slot is 20 minutes (40 minutes for invited speakers). You will have about 15 minutes for the presentation itself and about 5 minutes for questions from the audience (35 minutes for presentation and 5 minutes Q&A for invited speakers). Since most speakers spend an average of one minute per slide, it would probably be best if the number of slides in your presentation is around 15 (respectively 30).

◦ LCD projectors and laptop computers (MS PowerPoint & Adobe Acrobat Reader) will be available in every session room for regular presentations. Neither overhead projectors, 35mm slides projectors nor VHS videotape players will be available.

◦ If you have special requests please let us know well in advance. An AV technician will be available should any assistance be needed.

◦ ALL PRESENTATIONS MUST BE PRE-LOADED IN THE TALKS UPLOAD AREA (close to the registration desk) AT THE BEGINNING OF EACH DAY. Please bring a memory stick containing your presentation. To avoid software compatibility problems (MS PowerPoint), speakers are advised to save their PowerPoint presentation in "pack-n-go" format AND bring a backup PDF version of their presentation. "Pack-n-go" format is used when burning a presentation to a CD for use on another computer that may or may not have your current version of PowerPoint installed. It installs a viewer capability. The file should be saved as "Package for CD" under the "File" tab in PowerPoint 2003, under the "File > Publish" tab in PowerPoint 2007, under "File > Save & Send > Package Presentation for CD" in PowerPoint 2010, and under "File > Export > Package Presentation for CD" in PowerPoint 2013.

Preparation of Visuals

◦ Limit the number of words per visual to no more than 20.

◦ Leave space, at least the height of a capital letter, between lines of text.

◦ All fonts, including that on graphs, should be 18 point or larger. (22 point is generally best)

◦ Graphs and charts should have bold lines and symbols that contrast sharply with the background.

Poster Presentations

◦ Poster boards will be available for presenters to put up their poster presentations.

◦ The size of the area for each poster is 100 cm. (wide) 250 cm. (tall). Your poster will be attached with push pins which will be provided.

◦ The recommended format is A0 portrait: 84.1 cm x 118.9 cm (33.1 inch x 46.8 inch)

◦ The location of your poster will be noted on each board in accordance with the corresponding number listed in the Program Book given out at registration.

◦ There will be a dedicated area for the student poster competition finalists.

◦ You will be required to be present at your poster presentation during the hours listed in the Program Book for the Poster Session.