INSTRUCTIONS FOR ORAL PRESENTATIONS

One-half of the Symposium papers will be presented in oral sessions. We made no differentiation between poster and oral sessions and papers were assigned to form consistent sessions. In either case, your four-page paper will be printed in the Proceedings.

Instructions:

- Time is critical. Each paper is nominally allocated 15 minutes. Presentation of your slides should take no more than 13 minutes.
- It should be easy for you to look at each slide and speak easily and naturally about it for 1 minute. Do not read directly from the slide. You shouldn’t need to prepare a written speech, although it is often a good idea to prepare the opening and closing sentences in advance.
- It is VERY important that you rehearse your presentation in front of an audience before you give your presentation at ISIMP.
- Follow the instructions below for the preparation of your visual and audio aids.

Surrogate presenters MUST be sufficiently familiar with the material being presented to answer detailed questions from the floor. In addition, the surrogate presenter must contact the chairperson before the session.

Visual Aids:

- All presentation rooms will be equipped with an overhead projector and VGA connection for Power Point presentations. If you desire other equipment, such as a video projector or film projector, contact your session chairperson as soon as possible so that they can arrange the equipment.
- Power Point presentation is recommended for your talk at ISIMP.
- Limit the number of lines on each slide to 10.

Audio Aids:

- All presentation rooms will be equipped with a microphone and a pointing device.
- Cassette and reel to reel tape players will be available. Cassettes are preferred. Please arrange with your session chairperson before the conference if you plan to use one.