Instructions for Presenters

Spoken Papers

Equipment and Preparation

Every room will be equipped with a PA system, data projector and screen, and laptop computer with up-to-date Powerpoint and Keynote software. The computers will be connected to the room's external sound system. **AUTHORS WILL <u>NOT</u> BE ABLE TO USE THEIR OWN COMPUTERS TO PRESENT.** All authors must have their **complete** presentation preloaded on a USB flash drive* in a folder titled with their abstract number e.g. PA135. The session rooms will be available first thing in the morning, during all the breaks, and during lunch for 30 minutes prior to every presentation time with tech staff that will download your presentation to the desktop folder for your session and help to test it. We encourage authors to come several sessions (or even days) prior to their scheduled session so that they have time to address any bugs that might arise. This procedure will allow us to avoid the time consuming process of switching computers and provide greater consistency in terms of sound and video presentation.

NOTE: On Monday the 23rd the rooms will be open from 8-9AM to load presentations and then again 30 minutes prior to the first sessions at 11:00AM.

NOTE: ALL audio & video must be in a form that can be displayed via computer, we will not have separate audio or video playback equipment.

* To ensure that your presentation will run off the flash drive you need to have all audio, video and picture files used in the presentation loaded in the same folder as the presentation. The easiest way to ensure that your presentation works as a portable folder is to set up the folder with the abstract number BEFORE you prepare your presentation and create everything within that folder. Then when you copy to the flash drive all of the path information should be maintained for links to audio and video. The best way to be certain that you have succeeded is to load the folder on another computer and run your presentation prior to attending the conference. If that isn't practical, you may run the presentation from the folder on the flash drive. This should help to identify any files with incorrect path information.

Timing

All spoken papers will be a maximum of 20 minutes in length followed by 7 minutes for questions and discussion. Session monitors will enforce these time limits exactly. Authors will be given notice of their remaining time at the five-minute and two-minute mark. There will be a three-minute break between each paper, allowing time for exchange of speakers and movement between lecture rooms.

We advise all speakers, even experienced ones, to rehearse their presentations in their home department, prior to attending the conference, to ensure that it is really possible to deliver the paper clearly within the 20 minutes limit. Please consider that not all of the conference participants are native English speakers, so we would ask for a more moderate pace of speaking.

Posters

POSTER GUIDELINES - Instructions for Poster Presentations
Poster presentations will appear in the ICMPC11 conference program, abstract book, and proceedings. Posters will be on display for the entire day of their presentation so on the morning of your scheduled presentation please display your poster in the designated slot. Authors are expected to be present with their poster during the time slot allocated for the poster session that day to discuss their research.

Poster Size - Posters will be displayed in designated spaces within a dedicated room at the conference site. To fit on the display area, posters should measure no more than 36 inches wide by 48 inches long in portrait style (approximately 0.9 x 1.2 meters). Velcro adhesive tabs or pushpins will be supplied at the conference site (see Mounting and removing Materials below). The materials to be mounted should be brought ready-made on poster paper. Do not use heavy cardboard. Do not plan to write on the poster display board itself.

Handouts - You might also like to bring handouts, such as copies of your four-page paper from the Proceedings to distribute to interested delegates as you present your research. Always include your contact information (especially email address) on handouts, so delegates will have a means for communicating with you about your research. There are a couple of conveniently located photocopying shops near the University, so you can make copies of handouts upon your arrival, if you do not want to carry the heavy papers with you as you travel. If you would like to contact one of these shops directly, email addresses are supplied below:

Kinko's - Seattle WA University District
810 NE 45th St
Always open
Phone: (206) 545-7218; Fax: (206) 545-4831
Email: usa5134@kinkos.com

RAMS COPY CENTER
4144 University Way NE
Seattle, Washington 98105
Phone: (206) 632-6630   FAX: (206) 632-6730

Email: Info@RamsCopy.com

Ave Copy Center
4141 University Way, NE, Suite 103
Phone: (206) 633-1837
Email: mail@avecopy.com

Mounting and Removing Materials - Velcro adhesive tabs and/or pushpins will be made available to primary authors of poster sessions at the on-site conference registration table. Authors are responsible for setting up and removal of posters.

Poster Board Formatting and Layout

Type sizes: The presentation title should be printed across the top of the poster in characters of at least 70 pt. Author(s) and affiliation(s) should be at least 36 pt. Subheadings should be at least 24 pt and all text, including figures and tables, should be no smaller than 16 pt.

Title 70 pt.

Authors & affiliations 36 pt.

Section Headings   24 pt.

Body Text 16 pt.

In no case, should the text be less than 16-point in size. Use a font that is easy to read from a distance such as Arial or Times Roman.

Illustrations - Keep in mind that the poster will be viewed from a distance and that a picture can effectively communicate what might take many words to explain. Carefully considered use of large format figures can capture important aspects of your research and save on the amount of text required and, as a result, the reading time required of interested delegates.

Use figures to illustrate your experimental design, theories, procedure, stimuli, and results. Each illustration should have a heading of one or two lines in large type clearly stating the significance. Detailed information should be provided in a legend in smaller type below. This information replaces the commentary that would ordinarily constitute the body of a manuscript, but in abbreviated form. It should clearly describe the content of the illustration and the conclusions to be drawn from it.