Abstract guidelines

Presentation Length and Format

Oral presenters will be allocated 25 minutes for their presentation and 5 minutes for questions and answers with the audience. If the presentation exceeds 25 minutes, the moderator will shorten the Q&A period that follows the presentation.

Content Slides

Our experience indicates that up to 10 slides are optimal, allowing 2 minutes per slide. You may choose to use more than 10 slides, but please be sure to complete your presentation within the allocated 25 minutes. The content slides should give an overview of the research with conclusions and future research direction.

Slide Format

We will support only MS PowerPoint or Apple Keynote. Please ensure that all presentations are in one of these supported formats. High-definition (HD) projectors will be used for all sessions. Please apply widescreen formatting when preparing your slides (aspect ratio 16:9; resolution 1920 x 1080)

Slide Submission

Speakers must bring their slides on a portable drive to the Conference Hall so slides can be uploaded to the presentation computer. All presenters should bring their slides to the Conference Hall at least 2 hours in advance of their presentation.
Speakers should plan to rehearse their presentations in advance to assure they effectively and efficiently cover the desired material in the time allotted.

Make sure your presentation is illustrative of what was elevated to the participants in the introduction description.

Be conscious of the makeup of your audience. Your audience may come from different agencies, industries, professions, and geographical regions.

Make sure your slides are readable. The slides should not include multiple rows of text in small font. 24pt and up is usually safe.

It is important to have some time at the end of your talk for questions, and you must present your talk and answer questions without exceeding the time allotted to you.