



**13<sup>th</sup> Conference of the International Graphonomics Society**  
**November 11-14, 2007.**  
**Rendezvous Hotel, Melbourne, Australia**

### **GUIDELINES FOR ORAL PRESENTATIONS**

- **ALL** presenters should give their presentation to the on-site AV technician, in the break immediately prior to their session time.
- The technician will then upload and test each paper

#### **Timekeeping**

- Each oral presentation for IGS2007 has been scheduled for 20 minutes. Each speaker will therefore have **15** minutes to present their paper, with **5** minutes for discussion and questions from the audience.
- Presenters should arrive at the room **at least 15** minutes before the session begins to meet with the chair and ensure that the conference is running to schedule.

#### **Special Effects**

- Please use these sparingly and refrain from using 'random transitions' in PowerPoint.
- If you do wish to use special effects in your presentation (e.g. a video) please advise the on-site AV technician so that it can be checked prior to your talk.

#### **General guidelines**

- Do not clutter PowerPoint slides with too much text.
- Keep text size greater than 24 point
- Make sure that graphs or diagrams are large enough to be viewed from the back of the room.

### **GUIDELINES FOR POSTER PRESENTATIONS**

- Poster presentations have been scheduled in the breaks throughout the conference.
- Please make sure that your poster is in place on the poster board prior to the beginning of the session before you present it.
- A student volunteer will be present to assist you if necessary.
- At the end of each oral presentation session, the session chair will direct delegates to your poster for discussion during the break.
- Please make sure that you are near your poster at this time, to answer questions which delegates may have.
- All posters must be removed immediately at the end of every break.
- As a guide, posters should be 1.8m high by 1m wide.
- Poster text should be large enough to be viewed from a distance of 1m.

### **GUIDELINES FOR SESSION CHAIRS**

- Each oral presentation has been allocated a time of 20 minutes. This includes 15 minutes per paper plus 5 minutes for questions.
- Chairs are to introduce each speaker, and the topic of their presentation.
- Please warn speakers when they have 5 minutes left, and please interrupt once the allocated time has been passed. It is essential that the sessions remain to time to ensure equity for all presenters.
- At the end of a session, the chair is to make delegates aware of the 'featured poster' that will be on display during the break and to introduce the poster presenter.