



American Society for Precision Engineering

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ORAL PRESENTATION GUIDELINES

1. Technical sessions will be held on Tuesday, Wednesday, and Thursday, October 17, 18, and 19, 2006, respectively. On the day of your presentation you should plan to attend a Speaker Breakfast between 7:30 and 8:30 a.m. (details will be emailed to you before the meeting).
2. During the Speaker Breakfast a laptop computer and the conference Session Chairs and/or the AV technician will be available to assist with a test run before the presentation. Your presentation should be ready no later than 8:15 a.m. on the morning you present.
3. Each speaker is scheduled for a 18-minute oral presentation, and a 3-minute question and answer period. It is important that each presenter be prepared to adhere to the time limit.
4. The meeting room will contain the following A-V equipment:
 - a) LCD projector equipped with an laptop computer and zip and CD drives
 - b) Laser pointer
 - c) Podium microphone
 - d) Tie pin (Lavalier) microphone
5. Please refer to the accompanying PowerPoint Protocol instructions to prepare your visual presentation.
6. The Abstract in electronic format (.pdf file) is due on August 1, 2006 at ASPE headquarters. Please refer to the "Extended Abstract Instructions" to assist you in preparing this abstract.

Please direct further questions to Erika Deutsch-Layne at ASPE Headquarters. The e-mail address is erika_layne@aspe.net and the telephone number is (919) 839-8444. We can also be reached by fax at (919) 839-8039.

PowerPoint Protocol for Large Scale Viewing:

Note to the speakers: Because we view our computer screens at 2 feet and presentation screens at 30 to 60 feet away, we should compensate PowerPoint slides when we show them at such large scale. It's all about formatting, not changing the actual information. The goal is communicating our ideas effectively.

Below are some tips for successful PowerPoint slides:

- 1) Limit each PowerPoint slide to **no more** than one title and five to six lines of support.
- 2) Better to break up a busy slide into three easily read slides, with bigger font sizes (added benefit: more slide changes translate into a more interesting presentation).
- 3) Use font sizes of 25 point or larger.
- 4) Use dark backgrounds and make all fonts a contrasting light color like white or pale yellow. (White backgrounds for PowerPoint slides are not very effective.)
- 5) If you cannot read your slide on your computer from a distance of 10 feet away, we will not be able to do so either on a larger screen in a darkened room.
- 6) Pictures, photos, and large colorful graphs make a great addition to any PowerPoint slide.
- 7) Words show up better if you add drop shadows to text. Use thick lines and large fonts for your plots and tables.
- 8) If in doubt, you may wish to consider asking a graphic design professional or experienced presenter to review your slides for any possible format suggestions.
- 9) A typical pace for a PowerPoint presentation is 1-2 slides per minute. If you have more than 12-15 slides, you should consider whether you can finish in the allotted time. We recommend you rehearse your presentation in front of your colleagues before you come to the meeting to confirm the duration, content, and readability of your presentation.

We thank you for your cooperation and look forward to your presentation.