



CELA 2017 Conference Presentation Guidelines (Venue: Teaching and Researching Center, Beijing Forestry University)

(IMPORTANT) Technical Support/Requirements:

- Conference-provided projection system will be available in each of the session rooms.
- All presenters are expected to pre-load and test PowerPoint, PDF, or other digital presentation files on the designated laptop(s) in the Speaker-Ready Room (A0105, Lobby Floor) *2 hours prior to* each session starts.
- Speaker-Ready Room (A0105, Lobby Floor) is next to the registration counters. Conference volunteers will help load the presentations in speaker room.
- For presenters who cannot pre-load the presentation on time, please bring your own laptop that can be connected to the audio-visual equipment with appropriate cables.
- Both Mac and MS platforms are supported. Technical assistance (conference volunteers) will be available in each session room.

- **Oral Presentation (see Schedule for room arrangements)**

Timing: Concurrent sessions typically will feature four (4) speakers during an 80-minute seminar, or three (3) speakers during a 60-minute seminar. Therefore all regular oral presenters will have a TOTAL time of 20 minutes, including computer set-up, a brief introduction by a moderator, presentation of content and any follow-up clarification of commentary. To be fair to all participants, it is strongly recommended that oral presentations be limited to 15 minutes. Session moderators will serve as timekeepers and endeavor to balance available time among all speakers.

- **Panel Presentation (see Schedule for room arrangements)**

Timing: Panel sessions typically will feature four (4) or more speakers during an 80-minute seminar, or three (3) speakers during a 60-minute seminar. The panel moderator is responsible for serving as timekeeper, and to design the structure of the session.

- **Poster Presentation (Lobby Floor, near Registration)**

All posters are to conform to the following standards: *portrait orientation only*, pre-printed sheet size 90 cm [35 in] (width) x 120 cm [47 in] (length). CELA conference organizers will provide each presenter with a board for the poster. Authors will be responsible to do printing and put up/take down the poster. Glue provided for poster mounting (you could start to put up your poster from 7am, Saturday May 27 and take down after lunch on Sunday May 28). Board ID Number= Abstract ID Number.

- **Film Track Presentation (Lecture Hall, B1 Floor)**

Presentations in this track are consistent with other conference tracks and should be limited to 20 minutes. Presenter is responsible for bringing film or film clip on a portable media in an mp4. Streaming from online will NOT be available.



Presentation Tips

1. Introduce yourself before the presentation.
2. Focus on presentation goals. Summarize the key points in your study.
3. Emphasize the important issues of the study. Downplay specifics or details.
4. Do a rehearsal. Fit the talk with in the allotted time (e.g., 20minutes or less).
5. DO NOT read the slides.
6. Can include a summary of the main points in the conclusion slide. Leave the audience with something that is worth remembering and pondering.
7. Be clear and concise. Structure the talk around few key points which can be repeated multiple times and that you want the audience to remember.

Power Point Tips

1. A 15-20 slides PowerPoint is good for a 15minutes presentation.
2. A Table of Contents slide is helpful for the audience to understand the “big picture”.
3. Have ONE main idea per slide. Can be supported by 4-5 bullet points.
4. Suggested font sizes: main text 14-16; heading 24.
5. Use highlighting and color sparingly.
6. Images and numerical graphics can add interest and support content.
7. Proofread everything, including visuals and numbers.

Helpful Readings

http://www.edci.purdue.edu/lehman/edci59100/Conference_Presentation_Tips.pdf

<https://www.ilac.com/tips-for-giving-a-great-presentation-in-english/>

<https://www.timeshighereducation.com/features/ten-tips-presenting-conference-paper>

<http://cies2016.org/presentation-tips/>