Stationary Source Sampling & Analysis for Air Pollutants

Information & Guidelines for Speakers

The major tasks associated with being a Speaker are:

- Preparing and Submitting an Abstract for Consideration
- Registering for the Conference (within the time allotted for Speaker registration if available)
- Preparing a draft Technical Presentation for review by the Session Chair at least one week before the conference or as requested
- Modifying the Presentation to meet SES Guidelines as needed based on Session Chair feedback
- Delivering a final copy of your presentation to the Session Chair at least 24 hours before the scheduled session start time
- Not wearing a tie
- Presenting the technical material in a clear and professional manner
- Answering questions from the audience related to the presentation
- Adhering to the Conference time schedule

Important Reminders to Presenters

The SES conference is a self-contained exchange of technical experiences and knowledge. Please respect your fellow attendees by complying with the following:

- Do not incorporate advertising into any presentation or poster
- Do not prepare handouts for distribution to attendees

General Information about the Sessions

Morning sessions
- Typically, three hours total
- Target your presentation for the allotted time provided by the session chair to allow adequate time for questions and comments

Evening sessions
- Typically, two hours total
- Target your presentation for the allotted time provided by the session chair to allow adequate time for questions and comments

Your Session Chair will work with you and other presenters in your session to establish the length of each presentation. Some papers may be shorter and some longer. The Session Chairs need to plan the session accordingly, allowing adequate time for each paper and a safety short.

Details on Audio/Visual Media

- The meeting room will be set up with a raised podium and 2 large screens to the left and right. This is a large room, so make sure your slides will be visible in the back of the room.
- A large confidence monitor will play your slideshow in front of the podium. Please look at the monitor, not the screens to the side of the podium.
- You must use the presenter microphone not the podium microphone.
- Use the laser pointer or the mouse cursor to point to information that you want to highlight.
- PowerPoint on a PC with LCD projector will be available.
- PowerPoint for Windows (Version 2016) is the software available on the podium computer. If another type of software is needed, please advise your Session Chair 30 days in advance of the Conference. Requests for other A/V support after this cannot be guaranteed.
- If your presentation requires links to Internet access, embedded video, or specialized embedded graphics, please advise your Session Chair 30 days in advance of the Conference. We will work to accommodate your needs.
- Save Power Point presentations as a ".pptx" files using the naming convention provided by your Session Chair.
- Provide the Session Chair the final version of your presentation at least 24 hours before your scheduled session with a title format as specified.
- You may provide your final version to your Session Chair using a cloud-based shared drive or by email. Please note if sending by email the file size may be limited. The Conference Chair will set up a shared drive where you can upload your presentation.
- Presentations will be loaded onto a conference computer. Personal laptops will not be allowed.

Preparing the Presentation

- Make the presentation logical
- Identify your goals or take-home message
- Describe steps taken toward goal or outcome
- Draw a conclusion or state a result
- Each slide or view graph should relate to only one concept
- **Provide Data**
  - This is a technical conference, use technical information
  - Use examples
- ~1 slide per minute is a basic guideline for content
- Draft two questions that pertain to your talk and give them to your Session Chairs
  - These "seed" questions may stimulate additional conversation regarding your topic
- Use of the SES logo is not appropriate unless it is an SES-related presentation (safety short, audit committee, QSTI, etc.)

Format

- Avoid busy slides with too much information; instead use multiple slides to convey the thought in general, use no more than five to seven lines on one slide
  - More than seven words per line are usually illegible
  - It is not appropriate to project whole pages of text from published books or articles
  - Avoid using text, photos, charts, and graphics on the same slide
- Graphs are more effective than large tables in conveying trends
- Use large type – <u>minimum 18 point</u> – so that the slides are easily seen throughout the room
  - Use font size to establish a hierarchy for headings, sub-headings, and text
  - Leave space, roughly the height of a capital letter between lines
  - Choose 1 or 2 typefaces (fonts) that are easy to read. Do not clutter slides with too many fonts.
- Leave blank space around charts and graphs
- Generally, do not include more than one equation (not counting a few steps leading to same)
- There should be contrast between the slide background color and text color (i.e. light background/dark text or dark background/light text)
- **Company logos are limited to the first and last slides of the presentation.**

Presentation Delivery

- Don't use a script, if possible
- Develop your notes and anticipate questions/answers
- Rehearse the presentation with your PowerPoint and your notes until you are comfortable with the presentation
- Finish on time and plan for questions
- Use about two-thirds of that time to present the technical information, offer some conclusions, and pose some issues to be resolved, as appropriate
- A good strategy is to prepare and practice for 75% of the allotted time to leave time for questions
- Over-running your allocated time reflects poorly on you and is disrespectful to other presenters in your session.