Oral Presentation Guidelines

General Information

Selected abstract submissions will be presented during a series of oral sessions. Authors will present their research in a specific topic area, and each session will be moderated by experts in the field. The session chairs will also facilitate audience questions. All lectures will be exclusively in English.

Presentation Instructions

Oral presenters will be allocated 20 minutes for their presentation. It is recommended to use 17 minutes to present and 3 minutes for questions and discussion. On the day of your presentation, ensure that you **arrive in the meeting room at least 30 minutes before the session starts.** As a courtesy to the presenters scheduled before and after you, it is essential to adhere to your time allocation.

On the day of the presentation, at least 30 minutes before their session begins, the presenter should report to the front of the assigned session room by the podium and check in with the Session Chair.

We do not allow the use of personal laptops for presentations. All presenters should bring their final presentation on a clean (the flash drive only contains the presentation materials) USB memory stick.

Our experience indicates that up to 15 slides is optimal, allowing 1 minute per slide. You may choose to use more than 15 slides, but please be sure to complete your presentation within the allocated 20 minutes.

The location of the Speakers' Preparation Room will be shown in the Final Program, which you will receive at the registration desk at the conference.

Key Information and Dates

Presenters must register by June 30, 2020 to guarantee their place in the program schedule. Please visit the registration webpage.

You do not need to submit your oral presentation: when you come to the conference, please bring your oral presentation(s) (Powerpoint is ideal) on a usb stick. At the end of the conference, all presentations will be deleted from conference computers.

The abstract book will be uploaded on the website (PDF file). Abstract text will not be published in the printed program guide (only title, authors, affiliations).

Presentation Format

General Information

Computers running Microsoft Windows version 7 or later will be in use. Microsoft's PowerPoint version 2010 or later (& Adobe reader 11 or later) will be used for the presentations. For compatibility, it would be best to design your PowerPoint on a Windows computer. However, if you use a Mac system, all portions of your Mac PowerPoint presentation must be saved in PC format so that the onsite computers will be able to open your files.

In all cases, whether using a PC or Mac, **be sure to save the file as a PPTX file type**. Apple Keynote will not be available. Also, we do not allow the use of personal laptops or tablets for presentations.

PowerPoint Recommendations (Jeju GGN 2020 will not provide a template)

- Slide layout: widescreen 4:3 aspect ratio
- Slides should clarify and complement what is spoken: avoid putting spoken words on slides.
- Many simple slides are better than one complex slide (limit to 7 lines or 20 words per slide).
- Allow one slide per minute.
- Use contrasting colours. A dark background with light text is visually-appealing.
- Avoid red or dark blue text: it does not project well.
- Double-spaced text is more legible.
- Sans serif font (e.g., Calibri, Arial) is more legible than a serif font (e.g., Times New Roman).
- Minimum font size 18 pt; headings should be at least 24 pt.
- Do not use ALL CAPITAL LETTERS.
- Ensure the line thickness is sufficient before transferring an image from a graphics package.
- Title slide should contain title, authors' names, date, and location of the presentation.
- Include a "Contents" or "Agenda" slide that identifies headings for discussion.
- Use a separate slide for the heading to be discussed and provide more information if required.
- Apply the same slide colour scheme used on the main title to the contents slides (for continuity).
- The final slide may display the company logo, to be left on the screen during the question period.

● Generic Conference Talk Outline

This conference talk outline is a starting point, not a rigid template. Most good presenters average two minutes per slide (not counting title and outline slides).

Title/author/affiliation (1 slide)

Forecast (1 slide)
Give an overview of the problem attacked and insight found. What is the one idea you want people to leave with?

Outline (1 slide)
Give talk structure. Some speakers prefer to put this at the bottom of their title slide.

Motivation and Problem Statement (1-2 slides)
Why should anyone care? Most researchers overestimate how much the audience knows about the problem they are attacking.

Related Work (0-1 slides)
Cover superficially or omit; refer people to your paper.

Methods (1 slide)
Cover quickly in short talks; refer people to your paper.

Results (4-6 slides)
Present key results and key insights. This is main body of the talk. Its internal structure varies greatly as a function of the researcher's contribution. Do not superficially cover all results; cover key result well. Do not just present numbers; interpret them to give insights. Do not put up large tables of numbers.

Summary (1 slide)

Future Work (0-1 slides)
Optionally give problems this research opens up.