

GUIDELINES FOR ORAL PRESENTATIONS

Preparation of the Presentation

The presentation should include (but is not limited to):

- Overview (outline) of the presentation
- Objectives
- Impact/importance
- Methodology
- Results
- Conclusions

General

- Please do not read your paper to the audience.
- The conference should not be used as a platform for commercial (sales) presentations, promotion of consulting companies, testing laboratories, universities, or any other group. The purpose of presenting a paper at a conference is to exchange technical information that will benefit the profession. Technical and objective presentations will enhance the credibility of the speaker and his/her organization.
- Presentations should focus on technical information and avoid commercialization. For example, trade names of products should only be mentioned once during the presentation. Sponsoring companies should be mentioned only in the acknowledgements.
- Names and logos of all organizations, including companies, universities, research institutes or centres and testing laboratories, may appear on the title (first) slide of the presentation ONLY.
- Avoid excessive animation.
- **DO NOT ALTER THE PRESENTATION TEMPLATE.**

Guidelines for Speakers

1. Please prepare your presentation for 15 minutes maximum (including one minute for the session Chair to introduce the Speaker, 12 minutes for the presentation and two minutes for questions and/or discussion). This time must be strictly respected and will be enforced by the session Chair. Speakers will not be allowed to go over the time period allotted for their presentation. Timing is critical to allow for delegates to move from session to session without having to enter a session in the middle of a presentation.
2. Only MS PowerPoint for Windows is available for PC projector presentation. It is the responsibility of the Speaker to ensure that presentation files are in the proper format using the Presentation Template.
3. Each session room is equipped with a screen projector and a desktop computer running Windows PowerPoint to make the presentations.
4. **Speakers will not be allowed to use their own personal computers for the presentations.**
5. Please name your presentation file: “Presentation-###.pptx” or (.ppt) where ### corresponds to the Paper ID that was assigned to your paper submission. As an example: “Presentation-010.pptx”, where 010 corresponds to the unique paper ID number. Please do not use a different name.
6. **No later than August 12th, 2016, please email your presentation to acmbs2016@ucalgary.ca.**
7. It is essential to meet the session Chair and other speakers in the session room 15 minutes before the start of your session. Any last minute information will be provided there.

On behalf of the Organizing and the International Scientific Committees, thank you again for your valuable contribution that is important to the success of ACMBS-VII and we are looking forward to the opportunity to discuss your research work in this setting, to your participation in the ACMBS-VII conference and to welcoming you in Vancouver in August 2016.

Sincerely yours,

Raafat El-Hacha, PhD, PEng, FIIFC
Conference Chairman, ACMBS-VII
www.acmbs2016.ca