

2010 International Conference on Infant Studies

March 11-14, 2010

Baltimore, Maryland, USA

Preparation and Presentation Information for Paper Symposia

Room Set-up

The room will be set with chairs in “theater style” for audience seating. A head table with chairs and a podium and microphone will be located in front of the audience.

Equipment provided in each meeting room at no cost to you:

- An LCD projector, an appropriate screen, and, as needed, microphones will be available for your use.

Equipment NOT provided by ICIS:

- **Laptops are not provided** for paper symposia. Plan to bring your own. Note: The cable connecting your laptop to the LCD projector provided by ICIS is PC compatible. If you use a Mac laptop, please bring an adapter.

Technical Preparations

This format is allotted 1 hour and 50 minutes.

1. **Preload all presentations for your symposium** onto a single laptop in advance and bring a backup copy of them.
2. **Design of visual aids.** *Keep your audience interested!* Research confirms that material presented visually—in addition to orally presented material—increases comprehension by 80% and retention by 30%. ICIS provides an LCD projector for your PowerPoint slides. Please see *tested* recommendations for PowerPoint slides below.

Important recommendations for effective PowerPoint slides:

- a. Keep the background simple. Colors should be sharp and in strong contrast without being unsettling. Slide transition effects should not be the main focus of your presentation—transitions often detract from your slide presentation.
- b. Use your slides to emphasize a point and keep yourself on track. Determine the main points you want to make and create a slide for each with a headline at the top. Elaborate on the headline, but do not use your slides as “speaker notes.”
- c. Use only two levels of bullets.
- d. Keep it simple, clean, and concise. Use consistent wording. One item per line works best, so use keywords rather than complete sentences. The *optimum* screenload is 6 to 8 lines and 30-35 words.
- e. Use a font that is easy to read; it should not be smaller than 24 points. Never include anything that prompts you to announce, “I don’t know if everyone can read this, but…” Test your slides: Print them out on standard paper and drop them to the floor. If you can easily make out the words while standing, the audience will be able to read your slides from their seats.

Alternatives to Handouts

Presenters may choose to prepare a handout including the main points, specific methodology, and details of statistical analyses. In support of greener meetings, here are alternatives to preparing paper handouts of your presentation:

1. Provide a sign-up sheet to collect names and email addresses for a subsequent emailing of your “handout” after the Conference.
2. Save your presentation on a public FTP site or other website with public access and then prepare several pages of stick-on labels with the FTP or web address and the title and authors of the poster. Attendees may help themselves to a label.