

ACES 2009

Guidelines for Oral Session Presenters

Oral presentations will take place in the E.H. Hereford University Center. There will be five to seven concurrent sessions with a twenty-minute break at approximately the midpoint. **Each speaker will have twelve minutes for the main presentation, followed by a three-minute discussion period** to allow the speaker to address questions from the audience. Judges may deduct points if a presentation exceeds the allotted period. **As a courtesy to subsequent speakers, please be ready to start on time;** session moderators have been given strict instructions to start all presentations on schedule. Make an effort to arrive before the presentation before you.

Rehearsal is crucial to a successful presentation. You should be thoroughly familiar with your work. The most fluent papers are those presented from notes; reading your manuscript is generally not desirable unless you are presenting prose or poetry. You are advised to practice your presentation before a group of your classmates or your instructors. Ask your advisor if you can practice in front of one of his or her classes. After your presentation, ask for a critique and revise your presentation as necessary.

Because the ACES audience is so diverse, **you must strive to make your work intelligible to non-specialists.** Do not assume that everyone is familiar with your field. Avoid technical jargon and define specialized terms. Focus on the creative and innovative aspects of your project. Your audience will respond better to your creativity than to your mastery of obscure terminology.

No single format will fit all presentations. The following format is a suggestion for those who will be presenting experimental data or exploratory works. Again, the best resource you have on how to present your work will probably be your faculty advisor.

Basic Structure of a Talk

Background/Purpose — 1-2 Minutes

Methodology — 2-3 Minutes

Results — 7-8 Minutes

Summary/Conclusion — 1-2 Minutes

Oral Presentation Time — 15 Minutes

Q & A — 3 Minutes

Total: not to exceed 18 Minutes

Rooms will be equipped with various presentation media (overhead, slide, and/or PowerPoint projectors) but you must notify us of your media needs when submitting your abstract. If you require additional equipment (e.g., VCR or audiocassette player), you will need to make your own arrangements.

The laptops in the presentation rooms run Windows XP and Microsoft Office 2007. You should test your presentation in this environment ahead of time to find any problems. The laptops only have those fonts that are part of the typical software installation of Windows and Office. We cannot install other fonts so choose from the typical pool of fonts. **Wireless remotes and laser pointers are not provided.** The close proximity of the rooms can cause one remote to interfere with an adjacent room. The presenter must make arrangements for atypical equipment needs. The laptops will have a network connection but are not part of the UT Arlington domain.

Session moderators will follow the schedule strictly; thus it is imperative that you be punctual. Some members of the audience will plan to attend specific presentations in different sessions. In the event that a speaker cancels a presentation, the session moderator will call a recess until the time for the next scheduled speaker.