

## INSTRUCTIONS FOR SPEAKERS

### A. **SPEAKER TRAINING**

Speaker Training will be held to familiarize Presenters with the IWCS 2020 Virtual Platform and share best practices on **Tuesday, September 29, 2020 at 1:00 EST and October 1, 2020 at 10:00 AM EST**. Please plan on joining us for one of the two training sessions. During these sessions we will walk you through the ins and outs of presenting in this new, virtual platform through live, interactive webinar (documentation will also be provided following these trainings).

1. **In advance of the Speaker Training Session, please install “Zoom Client for Meetings” located at [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting).** The IWCS 2020 Virtual Platform uses Zoom technology to power the live meeting functionality. You will not need to sign in or use any licenses, everything will be hosted through our platform.
2. A direct link to the meeting will be sent 30 minutes prior to the start of the training. Look for an email from Michelle Melsop – [mmelsop@iwcs.org](mailto:mmelsop@iwcs.org) and click the link provided.

### B. **TIME LIMIT FOR PRESENTATION OF PAPERS**

**Twenty (20) minutes** have been fixed for the presentation of each technical paper. Each speaker must keep within the allotted time and should rehearse the presentation until he knows he can cover the main points of the paper without undue haste in the time available.

The prepared text, intended primarily to be read and studied, is unsuited for oral presentation. Even if the paper is short enough to be read in the time allowed for presentation, its content may be grasped by an audience so that its significance may be lost. The oral presentation is the author's opportunity to summarize what he has done and to bring home personally to his listeners the importance of it. For this purpose, a different text is needed. This text, its illustrations, and the presentation, requires a new preparation. The following suggestions may be of assistance in preparing the notes for this oral presentation:

Limit text to a few major points.

Use short sentences.

Condense text for slow presentation in allowed time.

Provide clear summary and punch line closing.

### C. **PRESENTATION**

Presentations will be given live through our Virtual Event Platform via webinar. Your camera and audio connection will be tested during the speaker training session. Rehearse the presentation with any illustrations and videos, in advance of your live IWCS presentation. Be sure to have a stable internet connection, close all other open applications on your computer/laptop and silence all phones before your presentation. If you are presenting from a location with pets, children or coworkers, take precautions to ensure that they do not disturb your presentation. If you are uncomfortable presenting live via webinar you may submit a video of your presentation via .mp4 on the Catalyst website where you submitted your final paper. Speakers must still be available via live video during their allotted session time to answer any attendee questions. If any material needs to be read, be sure to read to the audience and not to yourself.

In explaining slides, be sure to address the audience.

**D. SLIDE PREPARATION -**

**Please be sure to format your slides to be widescreen.** All speakers must submit their PowerPoint presentation via the same website that you will submit your manuscript. Use your paper number as the file name (i.e., session 3 Paper 4 would save file as 03-04.ppt). A reminder will be sent to you as the deadline approaches.

- The original art used for titles should be approximately 36 point type.

**(This is 36 point type.)**

- Type on the original art used for the main text on slides should be no smaller than 18 point type. Each line should have no more than 40 upper and lower case characters, including spaces.

**(This is 18 point type.)**

- Use one typeface consistently throughout the presentation. Arial is a simple, clean looking typeface for slides.

**(This is 18 point Arial true-type font.)**

- Use bullets to highlight individual points within a text slide or overhead. When lines of text alone don't emphasize your point, consider using a graph or chart.

If you have any questions, please do not hesitate to contact Michelle Melsop at Telephone - +1-703-914-4927 or email: [mmelsop@iwcs.org](mailto:mmelsop@iwcs.org).