



Oral Session Guidelines

Please use the checklist below to ensure that you have not missed any important steps in preparing for your presentation at the TOUGH Symposium 2012.

1. Prepare Your Presentation.
2. Determine Your Audio/Visual Needs.
3. Create a Backup Copy of Your Presentation.
4. Submit Your Presentation.
5. Give Your Presentation.

(1) Prepare Your Presentation

- Acceptable formats for Presentations:
 - MS Windows: Microsoft PowerPoint, Acrobat PDF.
 - Macintosh: Microsoft PowerPoint, Acrobat PDF

(2) Determine Your Audio/Visual Needs

The oral session meeting room is equipped with the following audio/visual equipment:

- 1-LCD projector (1024 x 768 native screen resolution)
- 2-Computers (1 Windows-based PC and 1 Mac)
- 1-Screen
- 1-Laser pointer
- 1-Wireless Presentation clicker
- 1-Speaker timer

The computers in the oral session room are provided to accommodate both Windows-based PC users as well as Macintosh users. The PC will be configured with Microsoft Windows XP Professional and Microsoft Office 2007. The Macintosh computer will be configured with Mac OS X 10.4, Microsoft Office 2004. Machines will also be configured with Adobe Acrobat Reader.

All videos should be in AVI, MPEG, or MOV format so they will run properly on the computers provided.

If you would like to submit your presentation prior to the conference, please contact CAValladao@lbl.gov.

(3) Create a Backup Copy of Your Presentation

We recommend you bring at least two copies of your presentation to the meeting in case there is a problem with one. The following media formats will be supported:

- CD-R and CD-RW;
- Memory Stick card

(4) Submit Your Presentation

- Review your presentation prior to the day of your talk. When reviewing your presentation, make sure all fonts appear as expected and all audio/video clips are working properly. You may not have an opportunity to edit your presentation the day of your talk. When you are finished reviewing your presentation and verify it is ready, Projection personnel will load your presentation. *Please note yellow does not appear clear on a white background.
- Each oral presenter must check-in with the Projection coordinator at the conference room, LBNL, Building 50, Auditorium between the hours of:
 - AM Presenters: 7:30 – 8:15 am
 - PM Presenters: 12:00 – 1:00 pm

Advise the Projection coordinator which platform you prefer (Mac or PC) and advise if you have any “special” features (i.e. movies, internet, etc.). If so, you should provide ample time to ensure your talk performs as expected!

- The Projection coordinator will load your presentation on the appropriate platform from the A/V station located in the conference room on the morning of your talk.
- Personal laptops cannot be used in meeting room while giving your oral presentation. Your presentation must be loaded onto one of the conference room laptops by the Projection coordinator.
- When the presentation is to be given, the speaker will control the program using a wireless clicker (Note: Speakers will not see the laptop screen during their

talk). At the end of the meeting, all files will be destroyed

- Projection coordinators are not responsible for your devices, i.e., memory cards, disks, laptops, etc.

(5) Give Your Presentation

- Be considerate of other speakers and the audience by staying within your 20-minute time slot (15 minutes of talk, 5 minutes of questions) allotted for your presentation includes time for discussion and changeover to the next speaker. Session chairs will hold you to the allotted time. This is essential to ensure adequate time for questions and discussion as well as adherence to schedule.
- Please discuss the material as reported in the abstract
- Prepare your presentation in advance so that your ideas are logically organized and your points clear.
- Take time to rehearse your presentation. If your presentation runs longer than the allotted time, eliminate the least essential material and rehearse again.