18th ICOM-CC Triennial Conference
Tivoli Congress Centre, Copenhagen, Denmark
4–8 September 2017

Guidelines for Speakers

The exact times of the Working Group sessions and presentations will be available on the conference website shortly. In the meantime, authors are requested to contact the Coordinators of the appropriate Working Group (http://www.icom-cc.org/9/working-groups/) for details regarding the programme.

All authors giving papers are encouraged to prepare a PowerPoint presentation.

Each room will have a computer and projector set up to read PowerPoint presentations. The conference audio visual system will use Microsoft Office PowerPoint (please refer to "Conversions of presentations" section below). Any video clips are to be in either AVI or WMV format, playable in PowerPoint.

Presenters have 20 minutes for their presentation and 10 minutes for questions. **Keeping to the time allotted is crucial for a smooth and successful conference**. The full publication will be accessible to registered conference participants on the website prior to the conference so it is not necessary, or desirable, for the presenter to repeat verbatim the content of his/her article. No simultaneous translation into French or Spanish will take place during the Working Group sessions, thus no advance scripting is necessary.

Tips for successful presentation delivery
While English is the conference language, a large number of participants do not have English as their native language; so when preparing and delivering your session, **please remember the following**:
- Speak clearly.
- Avoid speaking too fast.
- Use simple language that is clear and direct.
- Avoid unnecessary jargon.
- Practice the talk out loud to yourself beforehand so you can talk about your work rather than read the manuscript.

Describe pertinent parts of graphics, videos, and other visuals. Describe them to the extent needed to understand the presentation.
Discuss any displayed text. This does not mean that you have to read the slide exactly as it is, but that you discuss the visual information in your presentation.
Make text and important visuals big enough to be read from the back of the room. This includes graphics on slides, videos, posters, and other non-electronic material.

Presentation requirements
Please use large fonts to ensure that all participants can read the presentations on the screen. Recommended sizes are:

- Headers (at Arial) 32 point
- Text (at Arial) 24 Point

Avoid too much text on each slide.

Use an easy-to-read font face. Don't use fancy fonts that are difficult to read.

Depending on the background colour of your slides, please use an appropriate text colour. We prefer black text; however, white text is better suited to some darker backgrounds. The main goal is to obtain contrast between light and dark, not between colours.

It is the presenters' responsibility to ensure that they have the copyright to the images and video clips used in their presentations. **Video clips must be tested before the presentation to ensure that they load quickly enough during the presentation**. If the video is embedded in the PowerPoint file, please also bring a separate video file with you on a USB stick. If the media file does not accompany the PowerPoint presentation file, the equipment will not allow the media file to play.

As they will be screening from a computer via a projector, presentations with large-file-size photographs should have the photos compressed to 96 dpi for screen/web. This will decrease the file size without affecting the image quality. This feature is available in PowerPoint in the picture tool bar.

All of the screens in the session rooms are wide screen 16:9. As PowerPoint files default to 4:3, please ensure that you adjust your PowerPoint files before creating the content so as to make the most out of the display.

Conversion of presentations

If the presentation was created on a MAC and converted to run on a PC, **the files must be converted** (e.g. Quicktime etc.) to AVI or WMV files.

If a presentation was created on a MAC and converted to run on a PC, please **test it** before arriving at the conference. Make sure that the hyperlinks still function. Avoid using a rewritable CD (CD-WR).

All session room PCs can display PowerPoint files (Windows), but **cannot display Keynote files** (Apple). If you are using Keynote, please be sure to bring your own laptop with you onsite.

The session rooms are able to display both Windows and Apple computers/laptops on the projectors.

Speaker Preparation Room (Akvariet 3)

The Speaker Preparation Room (Akvariet 3 in the Conference Centre) will be set up for the use of all ICOM-CC Conference presenters. Audio-visual support technicians will be available and computers supplied to allow presenters to preview or make finishing touches to their presentations.

All speakers are required to **bring the presentation file on a USB stick to the Speaker Preparation Room at least 3 hours prior** to their session. This will ensure that their presentations can be opened and loaded onto the conference computer system. Any final adjustments can be made at this time.

All **Monday presenters** (including keynote speakers) should upload their presentations at 7:30 am, immediately following sign-in at registration.

For all other morning (am) presentations (Tuesday, Wednesday, Thursday, Friday) it is strongly recommended that power points be uploaded between 12:30–5:30 pm on the day prior to the session. For all afternoon (pm) sessions (Tuesday, Wednesday, Thursday, Friday), uploading must be completed at least 3 hours before presentation.

The Speaker Preparation Room (Akvariet 3) will be open during the following hours:

Monday 4 September: 7:30 am – 5:30 pm
Tuesday 5 September: 7:30 am – 5:30 pm
Wednesday 6 September: 7:30 am – 1:00 pm
Thursday 7 September: 7:30 am – 5:30 pm
Friday 8 September: 7:30 am – 4:30 pm

Meet the Session Chair/Coordinator
Please touch base with the Coordinator of the Working Group upon your arrival to the conference. He/she will establish contact between you and the Session Chair in order to discuss how the session will run. The author must provide the Chair with a **short** biography prior the session. You may also want to learn how to use the AV equipment and discuss how Q&A and discussion time will be managed.