

## Presenter Tips and Guidelines

**Important!** Please take the time to read through this material before preparing your presentation.

Please create your presentation in *Microsoft Office PowerPoint*. Your presentation will be delivered from an event laptop. If you will be including such items as computer modelled graphics, sound or embedded videos in your presentation, we invite you to submit your draft presentation for a quality control check by **Monday 5 April 2010**. This allows us sufficient time to check your presentation and troubleshoot any image or computer problems. Please forward your presentation via email (up to 7 Mb) or on CD Rom. For larger files please upload to our FTP site, go to [www.caving2010.com/authors\\_corner](http://www.caving2010.com/authors_corner) for instructions. Please keep the size of your presentation, video, sound and graphics files as small as practical so that your presentation will run smoothly.

Your presentation needs to be loaded onto the event laptop prior to your presentation time. There will be a remote mouse, laser pointer, lectern and lapel microphone for your use. If you require a projector for 35 mm slides, or any other equipment, please advise us at least one week prior to the symposium.

### Biographical notes

Each presenter must provide 'bio notes' as these will be given to the session chairperson in order for them to introduce each speaker. Please see examples in the Author's Corner of the website. Please forward your bio notes to us by **Monday 5 April 2010** so that we may deliver them to the chairpersons prior to the event.

### At the event

An ACG person will be at the symposium to assist you with your presentation. **It is imperative that your presentation is completed, loaded onto the event laptop and tested prior to the start of each day's proceedings.** We encourage you to submit your FINAL presentation (via CD or USB) on the morning of your presentation. Alternatively, should you wish to do a final check or make any amendments to your presentation, please see an ACG person as early as possible, we will be available each day from 7.30am. Please ensure that you have a backup copy of your presentation at the symposium.

### PowerPoint template

Please create your presentation in *Microsoft Office PowerPoint*. A PowerPoint master template is not available for this symposium.

#### PowerPoint Tips

- Backgrounds should be in direct contrast to text colours.
- Colours for either text or backgrounds should be bold, sharp and aesthetically pleasing. Please note that some attendees may have colour blindness.
- Font selection is a matter of personal choice. Fonts that are overly decorative should be avoided. Fonts used should be clear and readable.

#### Graph, charts and maps

Graphs, charts and maps that rely on colour alone can work if you are dealing with two or three colours only. More than this and the graphics become confusing. If your diagram needs more than three colours it may be preferable to use patterns to delineate areas and borders. **Please note:** colours do not always display correctly in a projected presentation so please try to avoid using similar shades of colours.

#### Selling your services

Presenters who refrain from talking about the symposium topics and instead promote their own services (however subtle) do more harm than good. Speakers that put forth independent presentations and opinions impress delegates. The time for networking is off the podium.

#### Timing

You have been allocated **20 or 30 minutes** to present – please check the online programme at [www.caving2010.com/programme](http://www.caving2010.com/programme) for the latest presentation times. Keep in mind that you should allow five to ten of those minutes for questions. Please do not run overtime as this throws the whole timing of the symposium out of sync. The session chair will indicate to you when your time is up.

We hope that you enjoy your time at the ACG's Second International Symposium on Block and Sublevel Caving and we look forward to meeting you in April.

Regards,  
The Caving 2010 team