

Speaker guideline

CESS 2016 will be an intensive conference, with 3-5 high-quality contributed papers presented at each session. Normal sessions will last 60 minutes each. Each session will be driven by a chair that will be in charge of introducing the speakers and their respective papers.

The time allocated for your oral presentation is defined by the session organiser.

Questions will be taken at the end of the session, together with a discussion.

Prepare your slide set

Limit your slide set

Design your presentation with the strict time allocation in mind, focusing on key messages and key results, which can reasonably be conveyed in your allocated time. Stick to the essentials, focusing on what's new. For a 10-minute presentation, a total of around 10 slides (with on average 60 seconds each) is an indicative benchmark. Please allow for a few seconds for each change of slide as well.

Keep in mind the following:

- Avoid presenting tables with many cells which are difficult to read.
- Use readable type fonts and good text/background contrast
- Use simple sentences; avoid jargon, highly specialized vocabulary and unfamiliar abbreviations
- Present just a few important facts in each slide.

Have a good last slide

One minute before the end of your presentation, your session chair will indicate you that it's time for "last slide". At that point you should put your last slide on (jumping forward in your presentation if necessary). Therefore, please take extra good care to prepare your last slide. It should be reasonably self-contained, comprising important conclusions/"take-home messages", and take about 45-50 seconds to present.

Is your presentation not a standard PPT or PPTX? Please check compatibility!

If your presentation has any kind of non-standard file format (anything but PowerPoint), involves movies, or relies on any kind of special hardware for delivery, please get back to the CESS 2016 secretariat ASAP so that the technical compatibility can be checked. Contact: cess2016@ksh.hu

Submit your slide set on time

Please submit your slide set to the CESS 2016 secretariat by 17 October 2016, so that it can be uploaded in advance. If you have not received instructions on how to do it, contact the CESS 2016 secretariat.

Required presentation file name

"Session##_SpeakerName_Title.pptx"

Don't use accents over a letter or any special character!

Prepare your presentation

You are strongly advised to rehearse your presentation beforehand to be sure to fit your talk into the time allocated to you. An excessive number of slides may mean that you will run out of time.

The time allocation is for your presentation only, so you do not have to factor in any time for questions. There will be a common block at the end of the session for questions to all presenters and discussion.

Keep in mind the following:

- Avoid reading out your paper.
- Focus on key messages that serve to attract the interest of the audience.
- Think about questions you might be asked about your work and be prepared with well-thought out answers, being mindful of the limited time.

Deliver your presentation

Please show up on time at the start of the session

Check in which session number your talk is included and be there 10 minutes in advance. If you are not present at the start of the session, the session chair is in her/his full right to reallocate the time allocated to your paper to the other presenters as (s)he sees fit.

Please respect the instructions of the session chair

A chair will be there instructing each session and controlling the time. You will be given a 2-minute warning as you near the end of your talk. Remember to watch the chair so that you do not miss the signals.

Follow carefully the instructions from the session chair, paying special attention to the “last slide” instruction.

In order to ensure a fair allocation of speaking time, the chair is obliged to terminate your presentation 60 seconds after the “last slide” instruction, so please cooperate by finishing it on time.

Don't take questions during or immediately after your presentation!

The session chair will manage the discussion and Q&A session at the end of the session.

Can't make it? Please let us know ASAP!

If, for whatever reason, you are unable to deliver your presentation (and unable to arrange for a colleague or co-author to deliver it in your stead), please let the CESS 2016 secretariat know ASAP, so that your session organiser or session chair can be notified.