

ACG International Event Presenter Tips and Guidelines

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

Submitting your presentation to the ACG team.

Please present your presentation in *PowerPoint* format.

Given that the *PowerPoint* presentations will be delivered from the ACG's laptops, we invite you to submit your draft presentation for checking if it includes any movies, animations, sound, computer modelled graphic files, etc. by **Monday 11 March 2019**. This allows us sufficient time to troubleshoot any graphic, embedded video or computer problems and ensure playback on the ACG laptops.

Please forward your presentation via email (up to 7Mb). If your presentation is larger than 7Mb, please send it via an alternative method, such as [DropSend](#), or [contact us](#) to request that we set up an area for you on our FTP site.

There will be a remote mouse, lectern microphone and lapel microphone for your use. Please bring printed copies of your notes if necessary.

The projectors at the seminar will be set to an aspect ratio of 16:9, so please feel free to set your presentation up to this aspect ratio.

If you have any specific audiovisual requirements, please advise the ACG **at least two weeks prior to the event**. If we are not provided with two weeks' notice, we cannot guarantee that we can accommodate your request.

At the event

An ACG representative will be available in each room at the event to assist you with your presentation. Garth Doig will be the main AV contact at the event. Please view the conference programme to check which room you are scheduled to present in. **It is imperative that your presentation is complete and downloaded prior to the start of each day's programme.**

Slide background

A *PowerPoint* master template is not available for ACG events. We can provide you with our event logo upon request.

Tips

- Backgrounds should be in direct contrast to text colours.
- Colours employed for either text or background should be bold, sharp and aesthetically pleasing. Please note that some attendees may have colour blindness.
- It is recommended not to use light colours (e.g. yellow) on a white background as these will be difficult to see.
- Font selection is a matter of personal choice. Fonts that are overly decorative should be avoided. Selected fonts should be clear and readable.
- Your presentation should not simply be a rehash of your paper.
- Data projector has an aspect ratio of 16:9 (widescreen).

Graphics, 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 graphic becomes confusing.

If your diagram needs more than three colours it may be preferable to use patterns to delineate areas and borders.

Selling your services

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

Timing

Please refer to the event programme. Please do not run overtime as this throws the whole timing of the event out of sync. The session Chair will indicate to you when your time is up.

Please see below for an example presenter set-up:



Please do not hesitate to contact us if you have any queries.

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