

Presentation Information

Lecture Presentations

The duration of a presentation slot is **20 minutes**. You will have 15 minutes for the presentation itself and 5 minutes for questions from the audience. In view that most sessions are slated for five presentations totaling 100 minutes, maintaining your 20 time slot is absolutely urgent.

A LCD projector & computer (Windows, MS Powerpoint & Adobe Acrobat Reader) will be available in every session room for regular presentations.

Preparation of Visuals:

- Presentations will be collected via email at presentations@radarconf18.org through April 19th. This approach is highly encouraged to avoid long lines at the conference.
- To keep the conference on schedule, presentations from personal laptops will not be possible. In the case large movie files are to be shown, work with conference staff to ensure they load and play correctly well before the scheduled session.
- Files will not be uploaded directly to the local PCs in the lecture rooms. Instead files will be uploaded in the **Speaker Preparation Room**.
- Presentations should be prepared for an **aspect ratio of 16:9**, which is the setting that shall be used for all projectors. Any presentations using 4:3 aspect ratio will still be viewable in general, but some parts may be too small for the audience to clearly see when projected in 16:9. As such, 16:9 is strongly encouraged.
- To avoid software compatibility problems with MS Powerpoint, speakers are advised to **EMBED ALL FONTS** in their Powerpoint presentation **AND** bring a backup PDF version.
- Speakers should arrive in their session room 15 minutes **BEFORE** the start of their session to report to the chairs. A proctor will also be available in case technical assistance is required.
- Speakers are strongly encouraged to visit the **Speaker Preparation room** in advance of their presentation to ensure all slides appear as intended. The Speakers' Preparation room will be available on all days that sessions are scheduled.

General Considerations:

- Limit the number of words per visual.
- Leave space, at least the height of a capital letter, between lines of text.
- All fonts, including that on graphs, should be 16 point or larger.
- Graphs and charts should have bold lines and symbols that contrast sharply with the background.

Poster Presentations

There will be a large number of posters presented during the conference. It is essential that posters be put up *just before the session* and removed *immediately after it has ended*.

The placement of each poster will be marked on the panel, where it will be annotated for the particular poster: Ex. A5P-N.1 (A=first day, 5=the time slot, P=poster session, N=Area 1, .1=poster 1). The poster number can be found in the conference program.

The size of the poster panel that is available to each presenter is:

48in (high) x 96in (wide) , or about **122cm (high) x 244cm (wide)**

Please note: This is the total space that is available. It is likely that a poster will not occupy the entire space, yet plenty of area is possible to facilitate an easy to read poster.

The format of the poster panel is **landscape** (width > height). This cannot be modified.

Presenters are encouraged to prepare a single poster using the provided template that fits on the given panel size (instead of individual slides). Many businesses provide this large-scale printing service (Staples, Fed-Ex, Vistaprint, PosterPrintfactors, Uprinting, etc.)

Posters will be attached to the panel with push pins, which will already be available on the panel. If more pins are needed, please contact the Poster Session Chair. After the poster has been removed, *please leave pins on the board*.