

HUNTSVILLE SIMULATION CONFERENCE SPEAKER'S GUIDELINES

INTRODUCTION

Good visual aids can greatly enhance the effect your presentation has on the audience. Experience at past conferences has shown that many of the oral presentations have not adequately prepared. Often an attempt was made to present too much material and too much detail. Visual aids, the primary means to hold audience attention, were often poorly conceived and inadequately prepared. It is our hope that these guidelines will help you prepare a better visual presentation.

HSC plans call for presentations to run for 30 minutes, which includes introduction, presentation, and audience questions/comments.

Remember that your entire paper is published in the proceedings. Your objective in the oral presentation should be to describe the highlights of your paper, progress since the paper was written and future plans. Do not try to present the paper in its entirety, or to read it!

BASIC ORGANIZATION

The most significant constraint facing you as a speaker is the limit for your presentation. As described above, presentations are nominally allotted 20 minutes, preceded by introduction and followed by a few minutes of questions and discussion. You can probably speak about two thousand words during this time period; far less than the size of your paper.

This time limit also restricts the number of concepts or major technical points that you can make and expect your audience to absorb. As a guideline, it is suggested that you limit yourself to no more than ten technical points.

Logically linked by the theme of your paper, each of these technical points that you can be expressed as a declarative statement, substantiated with supporting material. Though the selection of no more than ten significant points may seem like a great hardship, it will enhance the audience appreciation of your paper by focusing on the most significant information.

VISUAL AIDS

The best way to present material in a limited time period is to use well-conceived visual aids that support each of the points to be made. As a first approximation, the speaker should plan for one slide for each of the ten technical points to be presented. All rooms will be set up with XGA resolution (1024x768) computer projectors. There will be no overhead projectors or video tape machines. Bring your presentation on your own laptop computer. Any additional audio-visual requirements must be arranged through the HSC program chair prior to the conference.

Visual aids significantly simplify the presentation task. They simultaneously focus the audience attention and cue you as the speaker. You should plan to speak to all the material on a slide (or it shouldn't be there) before amplifying a single item.

In general you should plan to include no more than six supporting concepts on each slide presenting one of your technical points. If there are more, simply select the most pertinent. Remember once again, your visual aids are not a complete reconstruction of your manuscript. The full story appears in the Proceedings and visual aids are only attention-focusing cues for the most interesting highlights.

TIMING

You can expect to speak about six sentences per slide, which normally runs about 120 words or 1 minute of speaking. Since you have ten slides, your basic presentation will run ten minutes. This provides you with 10 minutes to introduce your topic at the start and summarize your material at the end, recognizing that audience receptiveness peaks at the beginning and conclusion of each talk.

SPEAKER ATTITUDE AND SPONTANEITY

The primary advantage in organizing the presentation in this manner is that you can approach your audience with the assurance that you can easily and effectively present the salient points your paper.

Since you are cued by your slides, and since you certainly can speak to any of the technical points you have selected for at least one minute, you no longer need a written speech or even prepared notes. Thus, a measure of spontaneity can enter your technical presentations.

DEVIATIONS FROM GUIDELINES

The final decision-maker on timing of presentations is the Session Chair, subject to the constraint that all papers in the session must be completed within the time allotted. The general chairman should approve any deviations from these guidelines.

AUDIO-VISUAL EQUIPMENT

Projectors. Each meeting room will be equipped with a XGA resolution (1024x768) computer projector. There will be no overhead projectors.

Computers. You will need to bring your own laptop and connect it to the supplied projector. Test your laptop with a projector at your office to assure projector compatibility.

Video equipment. Those who wish to make presentations via videotape must make arrangements to pay for the equipment themselves. The HSC conference committee will assist if it can.

Microphones. This will be available for every meeting room where more than forty attendees are expected.