



Guideline for Speakers on IUMI Conferences

IUMI Tokyo Conference

17-20 September 2017

Many thanks for holding a presentation during the IUMI Tokyo Conference 2017!

The purpose of this document is to:

- a.** Advise speakers on the required format when preparing their presentations for the IUMI conference workshop.
- b.** Assist you in preparing a presentation that will allow the audience to get the maximum benefit from your speech, and will enable the organizers to ensure that the Forum will be conducted smoothly.



1. Organizational Guidelines

- ✓ Visual presentations have to be prepared in **Microsoft PowerPoint** format;
- ✓ Please specify the **file name** as “presentation date_time_surname”, e.g. **13.09._10.30_Lange.ppt**
- ✓ **Deadline for presentations:** Please upload your PowerPoint presentation on the conference website (www.iumi2017.com) or send it to **speaker.iumi2017@convention.co.jp** by **Wednesday, 06 September 2017 at the latest**;
- ✓ The **timeframe** is:
 - **Wed, 06 September 2017:** all PowerPoint Presentations and Papers will be submitted to the chairperson of your workshop so they have time to make their necessary preparations.
 - **Onsite prior to your presentation:** it is advised that all speakers bring a back-up of their PowerPoint presentations to the Forum on a memory stick;
- ✓ If you have **changes after the deadline** or need to make changes onsite, please bring a copy on a thumb drive to the speakers' preview room;
- ✓ Please visit the **speakers' preview room** (room Fantaisie, B 1 F, floor) at the Conference Center in Tokyo at least 4 hours prior to your presentation to review, load and test your presentation. The opening hours are:
 - Saturday, 16 September 2017, 15:00 hrs to 17:30 hrs
 - Sunday, 17 September 2017, 09:00 hrs to 17:00 hrs
 - Monday, 18 September 2017, 08:00 hrs to 18:00 hrs
 - Tuesday, 19 September 2017, 08:30 hrs to 18:30 hrs
 - Wednesday, 20 September 2017, 08:30 hrs to 14:30 hrs
- ✓ Please attend the **rehearsal session at the conference room** half an hour before the start of your session / workshop, in order to final check your presentation, familiar yourself with the audio visual equipment and meet the chairperson;
- ✓ The **conference room** will be equipped with a projector, screen, laptop computer and microphones for your use. Technical support will be provided;
- ✓ **Fri, 15 September 2017:** please ensure your PowerPoint Presentation and accompanying paper are uploaded via conference website.



2. Presentation Guidelines

Your efforts in producing your PowerPoint presentation will be of less use if your audience cannot read it! Therefore please pay particular attention to the following rules:

- ✓ All presentations must be made and held in **English**. The use of an interpreter is not permitted;
- ✓ Use the provided **conference speaker template**; company templates are forbidden as long as you're not an IPP; your company logo is allowed on the first and the last page;
 - **Avoid corporate advertising** in your presentation;
 - Use the **typeface and font** provided by the conference organizer's speaker template, this improves visibility;
- ✓ **Text on slides:**
 - 7x7 guideline: A maximum of seven words per line and seven lines per slide will improve the communication value of your slide,
 - edit titles and long sentences to fit into only one line,
 - use only one sub-level,
 - boldface text carries more weight,
 - use colour with purpose, not as decoration,
 - do not use footnotes,
 - Visual aids used in a presentation must be as simple as possible, you will have to eliminate all unnecessary details;
- ✓ Ensure that you are allowed to use the **photos contained** in your presentation and disclose the source;
- ✓ provide **reference sources** in case you're quoting;
- ✓ **How many slides?**
 - better to have more slides with less information on each slide, than fewer more detailed slides,
 - But keep your time schedule in mind; too many slides hinder you finishing in time; you should have sufficient time to explain every slide without speaking too fast due to time pressure;



3. Technical Guidelines

- ✓ All presentations will be presented on a PC with **English Windows 7 or higher and PowerPoint 2010 or higher**
- ✓ Your presentation should **be PC formatted**, not mac formatted, please ensure your files are PC-compatible;
- ✓ Your presentation should be prepared in **PowerPoint 2010 or higher**;
- ✓ Please use only our PowerPoint template to prepare your presentation; the PowerPoint template should be used in conjunction with this guide when developing your presentation. Open the PowerPoint template distributed with these guidelines.
- ✓ Preferred page set-up in **landscape orientation** (portrait orientation – such as handout and A4 will not be displayed properly due to ratio 16:9);
- ✓ Use **high-contrast lettering** and readable **standard font** as provided in the conference speaker template (minimum font size 24);
- ✓ Use **high-contrast colours**: Light text on dark background or vice versa;



4. Your Presentation during the Conference

- ✓ **Forum setup:** on the platform there will be a podium from where presentations will be presented; the workshop chairperson will invite speakers up to the podium at the appropriate time;
- ✓ please ensure the **content** of your presentation matches the published title;
- ✓ **Keep your audience fully engaged** by speaking to them directly; use examples; ask questions; make it visible;
- ✓ **don't read from your slides**, use them as additional guidance for the attendees;
- ✓ **Speak clearly and slowly**, not all attendees are English native speakers;
- ✓ **Time keeping is crucial:** practice your presentation in advance and ensure that you stay in time
 - the presentation should be kept strictly within the timeframe given to you,
 - the Moderator will keep strict time control during the presentations,
 - A countdown clock will be provided, keep an eye on it and also on possible signals from your chairperson;
- ✓ Please be aware that the conference organizers will ask for **delegate's feedback** after your presentation; this contains "content" and "delivery" of your presentation and is scored by the audience by 1 (worst) to 5 (best);
- ✓ IUMI would like to make your presentation available for download (pdf) via the IUMI website after the conference. You will be asked to give **written permission to IUMI to publish your presentation**;
- ✓ Please **provide the organizers with 5 – 10 key catchwords** with regard to the content of your presentation – this will make the content of your presentation better searchable on the website.



5. ... and finally:

... thank you for your valuable contribution to the IUMI Tokyo Conference 2017. It is greatly appreciated and we are looking forward to meeting you in Tokyo in September.

Should you have any questions, please don't hesitate to contact one of the following persons:

- speaker.iumi2017@convention.co.jp,
- The chairperson of your workshop
- hendrike.kuehl@iumi.com or
- lars.lange@iumi.com.

Good luck with your presentation!

Hamburg, 27 June 2017


Lars Lange
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