

Oral Presentation Guidelines

Presentation prep

Please ensure you know how long your presentation will be. If you have a 30-minute slot, plan to speak for 23 minutes, there is 5 minutes scheduled for questions following your presentation and 2 minutes allowed to change rooms, set up the next presentation, etc. Care and attention in the development and preparation of your presentation is very much appreciated by the planning committee and participants. The next presentation will not start before their slot time, so that individuals can move between rooms.

If you were planning on formatting your slides, all of the screens and projectors are wide screen (16:9), so that will look the best. However, if your presentation is already standard (4:3), it will still work, it just won't fill up the screen.

Please submit your oral presentations to pcap.nprw@gmail.com before 10 PM on Monday February 5th, 2024.

If you do not submit your presentation by this date, you will be responsible for finding the A/V representative or moderator to put your presentation on the proper computer IN ADVANCE of the session that you are taking part in. Please find attached an updated program schedule as a few presentation times have been adjusted.

If your presentation is too large to email, please use <https://www.wetransfer.com/> to submit your presentation. It is free to use. Please make sure that your name is in the notes. In "email to", type in pcap.nprw@gmail.com. In "your email", type in your email address. In "message" please type in your name. Upload your file, and click on transfer. You will be emailed a confirmation once it is sent to me, and again once I download the file.

Thank you in advance for your cooperation. Our goal is to have presentations pre-loaded on computers to avoid unnecessary delays or technology glitches.

If you are planning to use videos or anything that might lead to technology glitches, please test it in the break before your presentation.

On the day of your presentation

In the break before your session, please find your session moderator and introduce yourself. The moderators should be in the room, near the front.

A moderator will introduce you, and keep track of time. They are instructed to let you know when your time is up, please pay attention to them.