

## 2024 ISEE Conference

### GUIDELINES FOR PRESENTATIONS

- Timing – each author should plan to present for approximately 15 minutes to allow for about 5 minutes of audience questions:
  - The 20 minute time slot for each presenter will be managed by the Session Chair
  - Please practice your presentation to ensure it can be completed within the time slot
- Safety—Presentations cannot have materials that promote unsafe practices.
- Anti-Trust Policy—The ISEE Anti-trust Policy prohibits the discussion of costs in any presentation
- Commercialism— Presentations cannot promote products or services of a specific company. If you would like to use your company logo on the first and last slides of your presentation, that is allowed.
  - Please do not use brand names for products or services more than once. Thereafter use a generic term for the product or service.

### HELPFUL TIPS FOR POWERPOINT PRESENTATIONS

- Present only one topic per slide and do not include too much information on each slide
  - It is better to use multiple slides rather than a single complex one
- Use a light color background with dark print for your presentation so that your audience can easily read the slides.
- The font size should be large enough to be seen from the back of a large room.
  - Choose a font that is easy to read such as Calibri or Times New Roman.

We are excited to have you a part of the ISEE Annual Conference.

Thank you.

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