



FLARE 2019 PRESENTATION GUIDELINES

ADVANCED SUBMISSION

It is **critical** that we receive your submission in advance. This will help us ensure that your file opens without issue and help us to start all sessions on time. Please submit your presentation between August 15 and **absolutely no later than August 22**.

1. Title your presentation using the file name LastnameFirstname (e.g., WillisCharisse) and upload your paper submission only as .pdf, .ppt, or .pptx. If you need to reupload, please use the file name LastnameFirstname1 (e.g., WillisCharisse1).
2. Visit the FLARE 2019 [Presentation Submission Page](#) and follow the instructions outlined there to upload your file.
3. You will need to know your session number. If you do not know your session number, please check the latest version of the [conference program](#).
4. Bring a copy of your presentation to the conference on a USB.

Please note:

- A Google account (free) is required to submit with this form. If your country has firewall constraints, please contact conference organizers for alternate submission options.
- No presentations will be accepted by email (unless approved by FLARE organizers).
- Poster presenters need not submit their poster presentation (see separate [poster guidelines](#)).

STRICT PRESENTATION LENGTH POLICY

- Oral presentations are 10-12 minutes.
- Lightning talks are 5-6 minutes.
- A FLARE Resource Team Member will hold up a time card when 2 minutes remain, when 30 seconds remain, and when you absolutely must STOP.

THANK YOU for adhering to your allotted time so that each presenter has equal time to share their work and everyone can engage in productive discussion at the end of the session.

General Guidelines for Presentations

1. PPT, PPTX, or PDF format.
2. Standard 4:3 ratio (change in Slide Size in Power Point Design Ribbon)
3. Prepare your presentation as a single file to run on a PC with Windows operating system. Apple computers are not available and personal computers cannot be used.

4. Presentations will be stored in Password-protected Google Folders, accessible on conference room computers, by conference resource team members only.
5. Remember your presentation is limited to 10-12 (oral) or 5-6 (lightning) minutes and questions will be taken after all presentations are complete. You will not be able to extend your time if you have technical problems during your talk.

Production of Presentations

1. As a general rule, we suggest 1 slide per minute. Structure is up to you, but consider for a 10-12 minute presentation:
 - a) Title slide - Name, affiliation, presentation title
 - b) 1 slide with the hypothesis or question you will talk about
 - c) 3-4 slides covering the “meat” of your work
 - d) 1 or 2 slides that summarize the work and offer points of discussion
 - e) 1 conclusion slide
 - f) 1 thank you/acknowledgements/contact slide
2. Keep visual aids simple. Convey only one idea per table, figure, or title slide. Figures from publications, theses, or dissertations normally do not make good PowerPoint slides. Too much detail detracts from the primary message. Use appropriate blank space.
3. Text on title slides should be restricted to 7 lines. Go for big and easy to read.
4. Use Arial or Times New Roman fonts for all slides. Bold type may be effective on title slides. This is to prevent problems with incorrect font/character substitution that occurs when presentations are prepared in fonts not available on the conference computers. Saving a presentation with embedded fonts increases the file size of your presentation.
5. Use appropriate and compatible colors. Avoid white backgrounds. Color combinations with pleasing contrasts are preferable (e.g. white or yellow type on a blue background, and yellow type on a green background). Avoid dark slides and overly dark backgrounds. Color blind people cannot distinguish between red and green.
6. To reduce the size of your file, consider:
 - a) cropping images in an image processing package, not in PowerPoint, and then inserting them into your presentation
 - b) saving images in Portable Network Graphics (PNG) format
 - c) if possible, reducing the resolution of pictures. Resolutions greater than 120 dpi do not improve the projected image, but do bloat file size and slow presentation loading time. This can be done on any picture in your PowerPoint; right click on a picture and select Format Picture→ Compress, then check the boxes to select “ALL pictures in document” and for “Web/Screen display.” This will allow easier upload and a good resolution.
7. Try not to read from a text, but if you must, make sure the text is written in spoken English (which is different, and less formal, than written English).
8. Practice your talk beforehand to make sure you’ve got the timing right.

At the conference

1. Arrive at your session 10 minutes prior to the beginning of the session (not your presentation). Check-in with the session moderator and FLARE resource team member. If you do not check in at least 10 minutes prior to your session’s start time, your moderator may assume you are not attending and your presentation may be removed from the queue.
2. Each session room will be equipped with a PC computer and a projector. You will advance your own slides.