GUIDELINES FOR SPEAKERS

Many speakers have asked Ascola to inform them about the policy of the association regarding speakers and presentations made at conference. There is no specific policy on these points but we are happy to provide these suggestions to help speakers make the best possible use of the opportunity which is granted to them.

Papers.- Please communicate your paper to the organizing institution as well as to your chair as soon as possible.

Slides.- Make sure your slides are on the computer for the presentation in the conference room. It is your responsibility to contact the chair to that effect.

> Often, speakers have too many slides. For a reasonable amount, count 1 slide per minute – at a maximum.

> Speakers tend to write a lot on their slides. This makes it difficult for participants to read and, at the same time, pay attention. We recommend writing a minimum number of words on slides.

Podium.- If you wish to speak from the podium, go there as soon as the previous speaker has finished his presentation. You will be introduced by the chair while you stand there.

Allocated time.- Please consider as a maximum the time you have been allocated. That time includes various things - the presentation by the chair, getting your slides on screen etc. To be sure, always take 2 minutes off the time allocated to you, and you will be sure not to exceed it. For the sake of fairness, the instruction given to chairs is to stop speakers after the time allocated to them even if they have not finished their presentation. This is necessary to give each speaker the time to present his/her ideas.

Presentation.- Please do not speak too quickly. To that effect, select what you want to say and present the essence of your argumentation. The rest can be read in your paper.