2017 CASIOPA AGM Guide for Presenters

For many of you, you've done this a lot and don't need much guidance but here is the basic protocol for CASIOPA 2017.

- Bring your presentations on a jump drive (memory stick/external hard drive). We recommend having this formatted as a powerpoint and formatted as both the most recent version but also an earlier one (e.g. MS PPT 2003 or 2007) in case older versions are resident. We also recommend saving presentations as pdf as a fail-safe and bringing copies on 2 different jump drives plus storing a copy on a cloud service. We will NOT be switching computers so we do not recommend using Prezi or other formats not compatible with powerpoint. As usual, we will need to check the presentations so it is recommended you bring these to moderators (e.g. Steve Murphy) ahead of blocks of presentation times – during meals (AM or lunch) or during breaks. Use the surname + initials of the presenter as the filename.
- Other than when the keynote speakers are on, there will be 2 concurrent sessions during the AGM.
- We've allotted 5 minutes between sessions to allow people to move between sessions and take a quick restroom break if needed; this is why sessions end on the :25 and :55 marks.
- Ideally, the talks are 20 minutes plus 5 minutes for questions – but speakers can elect to use a full 25 minutes and then defer questions to the many breaks we have (let the moderator know if that's the case and the moderator can tell the audience this intent).
- Moderators will signal presenters at the 17, 20, and 23 minute marks (we'll make 8 x 11 cards with these numbers on them).
- Speakers will be cut off at the 25 minute mark to allow for audiences to move between sessions or start breaks or meals. This will be strictly enforced. It is imperative that all show professionalism in keeping to the time guidelines – the 25 minute mark is the absolute cut-off.
- General guideline is to do 1 slide every 1-2 minutes if a slide has text; for a 20 minute talk, that's 10-20 text slides; picture-only slides can be added at will as long as there is only a brief chat associated with each. In the end, presenters can decide on the amount and pace of content so these are merely useful guidelines.
- Slides should use font sizes for main text that is at least 20 pt; recommend using TrueType fonts like Arial or Calibri
- Slide colours should be low key and neutral; standard white text on blue background is fine.
- Bear in mind some people are colour blind so any graphs with coloured lines can be a mystery to them.