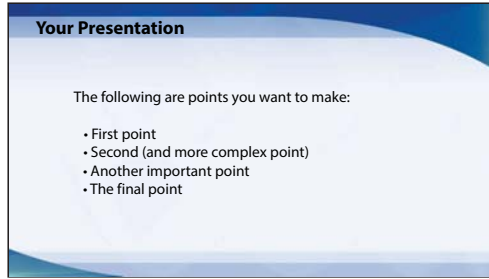


# Oral Presentation Information



16<sup>TH</sup> NORTH AMERICAN

**Mine Ventilation**

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## General Information

Selected abstract submissions will be presented during a series of oral sessions convened throughout the Symposium. Authors will present their research in a specific topic area, and each session will be moderated by experts in the field. The session chair will also facilitate audience questions. All lectures will be exclusively in English.

## Presentation Instructions

**Oral presenters will be allocated 20 minutes for their presentation. It is recommended to use 17 minutes to present and 3 minutes for questions and discussion.** On the day of your presentation, ensure that you **arrive in the meeting room at least 30 minutes before the session starts.** As a courtesy to the presenters scheduled before and after you, it is essential to adhere to your time allocation.

Our experience indicates that up to 15 slides is optimal, allowing 1 minute per slide. You may choose to use more than 15 slides, but please be sure to complete your presentation within the allocated 20 minutes.

## Presentation Submission

**We do not allow the use of personal laptops for presentations. All presenters should bring their final presentation on a clean (the flash drive only contains the presentation materials) USB memory stick to the Speakers' Preparation Room at least 24 hours in advance of their presentation.** The location of the Speakers' Preparation Room will be shown in the Final Program, which you will receive at the registration desk at the conference.

Each presenter is asked to also provide the Student Guide in the Speakers' Preparation Room with a completed form containing: (1) the presenter's name, (2) presentation title, (3) session number, (4) session date, and (4) session time.

**Attempts to make last minute changes to presentations should be avoided.**

**On the day of the presentation, at least 30 minutes before their session begins, the presenter should report to the front of the assigned session room by the podium and check in with the Session Chair.**

At the end of the conference, all presentations will be deleted from conference computers.

## Presentation Format

**General Information:** Computers running Microsoft Windows version 7 or later will be in use. Microsoft's PowerPoint version 2010 or later (& Adobe reader 11 or later) will be used for the presentations. For compatibility, it would be best to design your PowerPoint on a Windows computer. However, if you use a Mac system, all portions of your Mac PowerPoint presentation must be saved in PC format so that the onsite computers will be able to open your files. In all cases, whether using a PC or Mac, be sure to save the file as a PPTX file type. Apple Keynote will not be available. Also, we do not allow the use of personal laptops or tablets for presentations.

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**PowerPoint Format:** The conference will support Microsoft PowerPoint and Adobe Acrobat (pdf) presentations only. High definition (HD) projectors will be used for all sessions. Therefore, you may apply widescreen formatting when preparing your slides (aspect ratio 16:9; resolution 1920 x 1080). When using the wide format of 16:9 your slides will fill the screen top-bottom and side to side. If you use the more standard 4:3 ratio, your slide will fill the screen top to bottom but not side-to-side resulting in “black columns” on each side of the screen.

**Using Videos:** If you are using videos in your presentation, be sure to follow the guide attached as an appendix to embed your videos into the PowerPoint. Again, make sure the file is saved as a PPTX file type.

**Fonts:** For compatibility purposes when preparing your slide, try to use standard Windows fonts such as Arial, Times, Verdana, Calibri, etc. Non-standard fonts must be embedded and have to be of the TrueType variety. Additionally, embedded fonts must not have licensing restrictions that prevent embedding. So, it is safer to stick with standard windows fonts. If the font size is less than 20, it will be unreadable by your audience,

**Slide Guidelines:** It is recommended that each slide contain no more than six lines of text, and no more than six (6) words per line. Attention in slides is given in the following order: 1) movies, 2) pictures, 3) words, 4) equations. Stephen Hawking is famous for saying that you lose half your remaining audience for each equation in a presentation.

## Generic Conference Talk Outline

This conference talk outline is a starting point, not a rigid template. Most good presenters average two minutes per slide (not counting title and outline slides).

### ***Title/author/affiliation (1 slide)***

### ***Forecast (1 slide)***

Give an overview of the problem attacked and insight found. What is the one idea you want people to leave with?

### ***Outline (1 slide)***

Give talk structure. Some speakers prefer to put this at the bottom of their title slide.

### ***Motivation and Problem Statement (1-2 slides)***

Why should anyone care? Most researchers overestimate how much the audience knows about the problem they are attacking.

### ***Related Work (0-1 slides)***

Cover superficially or omit; refer people to your paper.

### ***Methods (1 slide)***

Cover quickly in short talks; refer people to your paper.

### ***Results (4-6 slides)***

Present key results and key insights. This is main body of the talk. Its internal structure varies greatly as a function of the researcher's contribution. Do not superficially cover all results; cover key result well. Do not just present numbers; interpret them to give insights. Do not put up large tables of numbers.

### ***Summary (1 slide)***

### ***Future Work (0-1 slides)***

Optionally give problems this research opens up.