



## ISIC 2023 – oral presentation guidelines

Congratulations on being accepted for an oral presentation at the **22nd International Symposium on Industrial Crystallization (ISIC)**.

You must be registered in order for your presentation to appear in the final programme.

**Please refer to the session time and room for your presentation sent to you by email.**

Each oral presentation slot is 20 minutes. **All presentations should be strictly 15 minutes** long to allow 5 minutes for questions and time for changeover between presenters. All presenters must keep to time and may be interrupted if they run in to someone else's presentation time.

Some tips on giving a successful oral presentation are given below.

A computer and a technician will be available onsite for the entire duration of the Symposium at the "Speaker Preview Room" to upload your talk and test your presentation in advance. **Please ensure that your talk is uploaded here at least two hours before the start of your session** (wherever possible). You will not be able to turn up at the session room with your laptop or USB.

All necessary audiovisual equipment is provided on site. Presenters will not be allowed to use their own laptop to present without speaking to the technician at Speaker Preview in advance. Only Microsoft PowerPoint (.ppt and .pptx) presentations will be accepted. Presenters have the responsibility of making sure that their files are compatible with PC Windows operating system and Microsoft Office software. Suggested format is 16:9, although we can accept 4:3 format.

Please report 10 minutes before the start of your session to the room where you are to present to meet the session chair and receive instructions on how to use the AV equipment. A technician will be available should you require any assistance with audiovisual equipment.

### Tips for a successful presentation

- Aim to speak for 15 minutes to allow time for questions. A rough rule to judge the length of your talk is about one slide per minute. You will get more out of the presentation if you obtain questions and feedback from the audience. You are encouraged to practice your talk beforehand and ensure that you can present in the given time.
- Introduce your presentation by giving some context explaining why the topic is important and what scientific problem the research tackles. Finish your presentation with clear conclusions that could be a launching point for discussion.
- Avoid too much text and over-complex slides. Use a large font for text – both to ensure visibility and to limit the amount of text on your slides. We suggest a minimum font size of 20. Ensure font on graphs and figures are readable as well – a figure from your abstract may need modification to be easily readable when projected. You could use animations to build up complex figures and graph while explaining during the presentation.
- Include your e-mail address on the first and last slide so people can contact you.

If you have any questions regarding your presentation, please email [isic2023@abbeyuk.com](mailto:isic2023@abbeyuk.com)