

**1st INTERNATIONAL CONGRESS ON INSTRUMENTATION AND
APPLIED SCIENCES ICIAS
CANCUN, QUINTANA ROO, MEXICO
FROM OCTOBER 26 THROUGH OCTOBER 29, 2010**

ORAL PRESENTATION GUIDE

This guide is designed to assist oral presenters to prepare their presentation, mainly those who do not have experience in scientific meetings. The aim of this is to favor uniformity and quality of oral presentations at the conference.

1.- ALLOTTED PRESENTATION TIME

- Please, verify room and time assigned in the final program of the conference.
http://somi.ccadet.unam.mx/icias2010/full_program.html
- The time allotted for each oral session is 20 min. (15 min. for the presentation and 5 min. for questions and discussion).
- It is essential that presenters keep to allotted time limits in order to ensure good pace of the conference and to allow other colleagues to present their papers.

2.-AUDIOVISUAL EQUIPMENT

- Rooms will be equipped with a multimedia projector, a computer and a laser pointer.
- Computer presentations should be in .ppt files (MS Office Power Point) and can be given using the room equipment or the presenter's own laptop computer. In order to load your .ppt file to the computer correctly, you should bring your presentation on a CD-ROM or a USB flash memory drive.
- Equipment should be installed before the beginning of oral sessions (between 9 and 9:30 in the morning). Your presentation should have your name and last name. A room assistant will provide support for this purpose.

3.- OTHER RECOMMENDATIONS

- Check in with the corresponding session moderator at least 20 minutes prior to your session. Contact the room assistant to let him/her know the equipment needed.
- Use an appropriate font size in your presentation. Typewritten texts are normally not appropriate for projection. Avoid having too much text per slide, or too long mathematical developments and demonstrations.
- It is recommended not to read the content of your text word for word during your presentation, try to focus on the main ideas of your paper and to express freely and naturally.
- Inform the audience of the content of your paper through a brief introduction at the beginning of your presentation. Explain each figure and table presented. Give audience reasonable time to understand figures and tables. Verify elapsed time. Plan and rehearse your presentation ahead of time.
- Respect the moderator's instructions during the presentation, specially those related to time allotted.

Thank you very much for your collaboration. Organizing Committee of the ICIAS 2010.