

Metal 2019 Speaker Guidelines

Dear Speaker,

We are pleased to send you further information about the final program at Metal 2019. The final conference program is online. Please visit: https://metal2019.org/wp-content/uploads/2019/08/Metal2019_program-paper-sessions-and-flash-poster-presentations.pdf

Please review the information in the program carefully and make sure that the details for your presentation are correct. Please also note the day and time of your presentation, your session chair, and in which session of the conference you are presenting.

There are a few more details that we need to share with you about the sessions. The following guidelines should help answer most of your questions, but do let us know if there is anything else we can assist you with.

SUBMISSION OF PRESENTATIONS

- PowerPoint presentations must be uploaded to the Paper-Flow platform **no later than August 30**.
- To upload your file, please login to the platform (<https://metal2019.paper-flow.com>) and go to your contribution's details page.
- On the contribution details page, go to the "Presentation file" tab and use the field provided to upload your file. **The maximum file size that can be uploaded is 50 MB.**
- Name your file as follows:
 - your name
 - your session name. If the name is too long, the first few words are fine, (please see the conference program on the Metal 2019 website)
 - the date of the presentation
 - For example: Smith_Corrosion Studies_Sept4
- **You may upload your presentation into Paper-flow at any time until August 30. After that date, you will not be able to upload the file, you will have to bring it to the IT technician on site.**
- **On August 30, all presentations in Paper-flow will be downloaded in preparation for presentation.**

- Final presentations must be loaded onto the conference computer at least 24 hours in advance of your presentation time. Please do not bring the presentation to us right before your session as there will not be enough time to load the file and check that all is working correctly.
- Please also be sure to bring a back-up copy of your presentation on a USB key.

AT THE SESSION

- To ensure that the conference runs smoothly, each presenter should check-in with **IT Technician Martin Cerf** (who will have a name tag), and the Session Chair approximately 20 minutes prior to the beginning of your session. Student assistants will also be on site and available to help as needed (names tags will identify the students).
- A second computer will be available for you to check the timing of your presentation and visuals prior to loading it for your session.
- A laser pointer will be available on the podium.
- The Session Chair will introduce the session and each speaker. The Chair will set time limits, help you stay on track, and oversee the question and answer period.
- **Timing:**
 - **Full paper presentations will be strictly 20 minutes in length with 5 minutes for questions and answers following your presentation.**
 - **Young Conservation Professional (YCP) presentations will be strictly 10 minutes in length with 5 minutes for questions and answers following your presentation.**
 - The Chair of your session will facilitate the Q and A.
 - Please adhere to the allotted time to keep the conference on schedule and be considerate of other speakers and the audience.
- Please rehearse the full presentation and ensure that it can be delivered within your allotted timeframe!
- **Format:** The conference room will be equipped with a PC and digital projector with an aspect ratio of 16:9. The laptop will be running Windows 10 and PowerPoint 2016. **Please check beforehand** to make sure that your presentation is compatible with this operating system, especially if it is created with a Mac OS.

Presenters will not be allowed to use their own laptops because of the time it takes to switch between computers during the session and the potential for crashing the onsite system.

POWERPOINT SLIDE GUIDELINES

- Your presentation must be created in PowerPoint and be compatible with Windows 10 and PowerPoint 2016. We prefer PowerPoint rather than PDF files or Google Slides.

- Only PowerPoint (pptx, ppt), supported video (mp4,mov,avi,mpeg), and audio files (mp3,wav) will be accepted. All video files must be tested beforehand to ensure that the video plays correctly.
- Please refrain from having too many slides. Do not try and put all of the information from your paper into the PowerPoint presentation.
- Please limit use of text animations.
- A suggested **minimum font size is 24 point** to allow everyone in the room to read your slide. Use a **sans serif** font such as Arial, Helvetica or Tahoma.
- Try to keep text to a minimum; avoid using long sentences or paragraphs; best to use bullet points.
- If you use a Mac OS, you must save ALL portions of the PowerPoint to PC format. Photos must NOT be saved in QuickTime format.
- **A note on PowerPoint File Size:** PPT presentations that approach, or are larger than, 20MB are *extremely large files*. Files of this size take much longer to open and are not needed for optimum viewing.

If your presentation is approaching this size, chances are that you have too many images or embedded objects, or you have inserted some high-resolution images and photographs that are causing the PPT file size to explode. You can significantly decrease the size of your PowerPoint presentation in some simple steps:

1. Compress Your Pictures. All versions of PowerPoint have photo compression capability. If you do not know how to do this, please send me an email and I will walk you through it.
2. Use compressed graphics file formats (JPEG, GIF, PNG for example) and not TIFF or BMP, which are, uncompressed formats.
3. Crop the pictures to the vital portion of the picture.
4. Reduce the number or slides and images in your presentation.

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