Guidelines for NSREC 2022 Oral Presentations

o **Upload your PowerPoint presentation file:**
 (https://radocs.ies.univ-montp2.fr/) by Friday, July 15, 2022. Authors will receive further instructions by email from their session chairs.

All oral presentations will be made using Microsoft PowerPoint, **widescreen** format. For earlier versions click the design tab, then slide size and select widescreen (16:9).

At the conference:
Presentations will be transferred to a conference computer. It is highly recommended that you use a horizontal (landscape) **widescreen** slide format. You will not be allowed to use your own laptop for presentation. No exceptions.

You are required to meet with your session chair at the front podium in Ballroom B-C on level 2 at the Utah Valley Convention Center, Provo, UT. Meeting times for each session are given below:
Session A: Monday July 18 at 2:50 PM
Session B: Monday July 18 at 5:00 PM
Session C: Tuesday July 19 at 10:00 AM
Session D: Tuesday July 19 at 11:50 PM
Session E: Tuesday July 19 at 1:50 PM
Session F: Tuesday July 19 at 3:50 PM
Session G: Wednesday July 20 at 10:10 PM
Session H: Wednesday July 20 at 12:00 PM
Session I: Thursday July 21 at 10:20 AM

Oral presenters are encouraged to meet with the conference audio visual specialists at the AV preview room (Boardroom Level 3) at least one day before their presentation if they wish to update or review their presentations. Oral presenters are welcome to come to the AV preview room anytime (no need to wait until the day prior to speaking).

If you experience difficulties in uploading your presentation before the deadline, please bring a memory stick or CD with your presentation to the audio visual preview room no later than one day before you are scheduled to present.

Helpful Suggestions for Slide Preparation:
You will have **12 minutes** for your presentation. The remaining 3 minutes is reserved for audience questions and your answers. Careful planning of your talk is therefore essential. It is highly recommended that you use a horizontal (landscape) **widescreen** slide format.

Organize your thoughts and visual materials into a logical sequence. Start with an overview explaining why the topic is significant and how the talk is organized. This may not require a separate outline slide, but the information should be clear to the audience.

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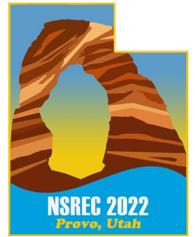
Do not try to cover all of the details of your paper in your presentation, but emphasize three or four main points that you want to leave with the audience and develop the body of your talk around these. If you succeed in making and supporting a few critical points, conference attendees will read the details in the January 2023 edition of the IEEE Transactions on Nuclear Science. Briefly tell the audience what you set out to do, your approach, and illustrate a few of the more significant results, defending them and placing them in context. Rehearse your talk with colleagues so you can complete it easily within 12 minutes. Feedback from these run-throughs can be extremely valuable and provide a realistic practice environment.

Session chairs will hold presentations strictly to the allotted time. As a courtesy to other speakers and the audience, please plan and deliver your talk within the 12 minutes allotted to avoid ending your talk prematurely. There will be a speaker timing system in use that will aid your presentation pace. Your session chair will discuss this with you prior to your session.

Preparation of slides for an oral presentation to a large audience requires careful planning. Usually no less than 30 seconds or more than 2 minutes should be spent on any one slide. If a slide takes more than 2 minutes to discuss, then it is probably ineffective and should be broken up into two or more parts.

In general you should have a minimum of 7 slides and a maximum of 12. Too many slides make it likely that you will reach the end of your allotted presentation time before you have gotten through all the slides.

Based on previous conference experience, we recommend that you use the Arial font set with a minimum size of **20-point** (24-point preferred) using bold with no italics. This includes the fonts in graphs, pictures or figures. In these cases, also avoid excessive detail that will be lost when viewing in a large room. Also, when you preview your presentation on your computer, if you can't see lines or other fine detail on your monitor, it won't project at the conference either. You are required to use horizontal (landscape) **widescreen** (16:9) slide format because of the aspect ratio of the projection screen.

Some other helpful hints regarding slide preparation:
Low contrast slides with dark backgrounds are difficult to see in a large auditorium such as the one we will be using. High contrast is the important term to remember.

Special attention should be paid to line widths and colors in embedded graphs and figures for legibility in projection. Ones that look fine on paper may not be suitable for viewing via projection. Note also that these graphs or figures must be embedded in the presentation and not linked to files elsewhere.

Number all slides - if there is a need to go back to a previous slide, it is much easier to reference.

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As in previous years, you will need to be very careful with the use of animation. There may be a delay from when you push the button and when the next feature or slide appears, and multiple pushes may advance your presentation too far. Also, because of potential problems, pre-timed presentations will not be allowed.

Clearance and publication:
Please note that you are responsible for securing any clearances needed for both the presentation and the complete paper from the appropriate authority, sponsoring agency or company. Clearance should be consistent with presentation and publication at an unrestricted international forum and must be obtained prior to the conference.

Your paper is also a candidate for publication in the January 2023 issue of the IEEE Transactions on Nuclear Science (TNS), subject to an additional independent review of the paper. The all-electronic submission process is detailed at https://www.nsrec.com/instructions-for-tns-authors-and-reviewers/

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For questions concerning your presentation before the conference, please contact **Pascale Gouker, pgouker@ll.mit.edu, Technical Program Chair, 2022 IEEE NSREC**.

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