ERAD 2012 PRESENTATION GUIDELINES
Oral

Registration
Every oral presenter must be registered for the conference.

Oral Presentation Format
Please refer to the program for your session date and time.

Regular speakers have 15 minutes for their presentation (12 minutes plus 3 minutes for questions).
Keynote speakers have 30 minutes for their presentation (25 minutes plus 5 minutes for questions).

If possible we recommend your presentation to be uploaded before the conference (bring a backup copy of your presentation with you). Otherwise, please present yourself to the conference meeting room or to the conference secretariat, at least one day before your session to upload and test your presentation.
Only use a USB drive to bring your presentation.

Your presentation must be named: S_S$$_XXX_NAME.ppt or .pdf where S$$ is your session number and XXX the number of your paper in this session (please refer to the detailed programme of the conference to get these numbers).

Meeting Room Standard Equipment
There will be two meeting rooms. Each meeting room will be equipped with one video projector, one computer, one microphone and one screen of appropriate size.

You will be required to use the equipment supplied by the conference venue, and not your own computer. The conference computers will have the following software installed : *Microsoft Windows XP, Microsoft Office 2007, Adobe Acrobat Reader, QuickTime, Macromedia Flash Player.*

The following media will be accepted: USB drive

Note: **If your graphics or video clips are not imbedded in your presentation please make sure to bring them as well.**

Note on Mac-produced presentations
If your presentation was created on a Mac and converted to run on a PC please test it before you come to the meeting. We strongly recommend that you test your Mac-produced presentation on a Windows based system before arriving at the meeting.

Questions
All questions regarding audio/visual or computer support should be sent via e-mail to
pierre.alary@meteo.fr

Some Suggestions for Your Oral Presentation

Layout
Use sans-serif 11 to 14 point fonts for text or numbers and use a heavy line thickness for graphics. Use dashed, dotted or color lines rather than varying line thickness. Use a dark background color and bright colors for the copy. Avoid bright red, blue and/or green at the same time as it is difficult for the eye to focus on these color combinations. Also note that too many colors used at the same time confuse the viewer. Try to follow common associations people have with colors (e.g. red for negative, black for positive).

Content
Use short crisp text. Show information piece by piece. Use simple diagrams. Keep the presentation simple and use simple backgrounds. Too many animations or complex backgrounds take away from the substance.

Plan on one minute for each slide of your presentation

Recommendations for Keynote Speakers
We expect Keynote Speakers to make a broad overview of past and current research (worldwide) on a given topic, emphasizing the major research achievements and breakthroughs over the past decade and presenting the main challenges and perspectives for the future.