

Guidelines for Presenters at the Texas A&M Conference on Energy

ORAL PRESENTATION GUIDELINES

The conference will feature different oral sessions on all three days of the conference. All oral presentations will take place in **Memorial Student Center (MSC) 2404, 2405, 2500**, Texas A&M University.

INFORMATION FOR PRESENTERS:

- All presenters must reach the presentation room at least 20 minutes before the start of the session.
- Presenters must upload their presentations on the laptop provided by the organizers. Any delays due to transferring presentation will cut down the presentation time.
- If there are any last-minute changes or cancellations, presenters must inform their respective session chairs.
- Each presenter must reserve last 3-4 minutes of allotted time for Q&A.
- Laser pointers will be provided in every room.

RECOMMENDATIONS:

- Show no more than 1 slide per minute of speaking time. i.e., approximately 10-15 slides for the presentation.
- Ensure that the letters on your slides are legible from a distance. The suggested minimum font is 16.
- Avoid putting a lot of text on slides, use as much graphics as possible instead.
- Ensure that the axis font size, axis labels, and legends are visible.
- Properly structure your presentation in such a way that it is coherent, flows naturally and is easy to follow.
- In addition to the body of the talk, present an introduction and a summary or conclusion. Try to include some broad giveaways at the end of the talk to make it more impactful.
- The laptops in the presentation rooms will have Windows OS. Therefore, if using a different OS, please make sure that the formatting doesn't get altered. To err on the side of caution, please keep a pdf of the presentation ready.
- Instead of winging it, presenters are requested to practice presentation beforehand to convey the required information within the allotted time slot.
- Repeat any questions that are posed to you for the entire audience who might have heard the question the first time. If a question warrants a long response, the presenter can follow up with the person asking the question after the session ends.

POSTER GUIDELINES

The conference will feature two poster sessions with presenters from general public and seed grant recipient research groups, respectively. The poster session is scheduled on September 28 from 3:30 pm to 5:00 pm, and September 29 from 3:00 pm to 4:30 pm. Both sessions will be held at **Memorial Student Center (MSC) 2406**.

SESSION INFORMATION

- Presenters are strongly recommended to set up their poster during lunch break on the day of the session.
- After the session, presenters are responsible for taking down their posters. Any posters left in the session room will be taken down and may not be returned.
- The poster boards will be one-sided and on stands, and each of the presenters will have their own individual board.
- Each poster board will be numbered. You will find your poster number in the attached pdf file.
- Pushpins will be provided by the organizers to mount posters.

POSTER SUGGESTIONS

- The dimensions of the poster boards are **48" x 36" (width x height)** and presenters are recommended to keep the poster dimensions within these limits.
- Have a large, catchy and easy-to-understand title. Make sure you have all the co-authors and their affiliations listed on your poster.
- Avoid putting too much text and convey the information effectively with well-balanced text and images.
- Prefer sans serif fonts (e.g., Calibri, Helvetica, Arial) over serif fonts for ease of readability.
- Keep consistent formatting for fonts throughout the poster. Recommended font sizes are 80-100 for titles, 40-50 for headers and 20-24 for text.
- Do a final spell-check before printing.
- Do have a 3-minute pitch ready for the judges.
- Further information on how to make a good poster can be found [here](#).

PRINTING INFORMATION

- Printing account balance can be used for paying for poster printing at the Student Computing Center