



12th World Congress of the International Society for Prosthetics and Orthotics

July 28 - August 3, 2007, Vancouver, Canada

Presentation time limits

Presentations in free paper session will be limited to 12 minutes duration including the discussion. Limit your presentation to nine minutes to allow time for discussion and questions. Please respect the speakers following you and delegates who may wish to move to another session by limiting your presentation to the allotted time. Chairs of free paper sessions will be instructed to ask you to stop once your time is up.

Audio-visual equipment at the Congress Venue

The presentation facilities at the Congress include computers, data projectors, projection screens, laser pointers and audio amplification.

Computers are PC notebooks with DVD and CDR drives, Window-XP Pro and Office 2003. Technicians in the speaker ready room will have access to all of the latest codecs if there are problems with any of your multimedia files. Although it is possible for you to use your own laptop computer for your presentation, we encourage you to use the computers provided by the Congress because this will allow sessions to run much more smoothly.

If you have any other audio visual requirements, please contact Lisa Lockerby at llockerby@venuewest.com

How to upload your presentation to the Congress Website

With the assistance of our audio-visual providers, Clarks AV, we have set up a website for congress delegates to upload their presentations before traveling to Vancouver. This will enable us to check your presentations before hand to ensure that they work and to organize the presentations on the Congress server so that presentation sessions will run smoothly and effectively.

To upload your presentation

1. name your presentation with your abstract number and your name (eg. 3276_bach.ppt).
2. open a Web browser and enter the address:
<ftp://clarksav.com>
(Note: do not start the address with http://)
3. log in with the following details:
User name: [ispo2007](#)
Password: [presenter](#)
This will open a blank window.
4. Either drag and drop your presentation to the browser window or select your presentation, right click and select "Copy", click on the browser window, right click and select "Paste". A progress window will open to indicate that the file is being uploaded. The window will close when the transfer is complete.
5. If you later decide to change your presentation, the server will prevent you from uploading another file of the same name. Name the updated version something like 3276_bach_v2.ppt.

Guidelines for Effective Presentations

Before presenting...

Plan your presentation. Think about the key points you want to convey and about the "story" you want to tell.

For presentations describing experimental work, follow the usual order of presentation for scientific papers:

- Introduction, statement of the problem, hypotheses
- Methods
- Results
- Discussion

Choose the most important aspects of your investigation or project for the presentation. Do not attempt to include too much information. It is not always possible to cover everything. It is better to convey a few ideas clearly than to present many more ideas than the audience can absorb in the time allotted.

Rehearse your presentation using a clock to ensure that you will finish in the allotted time without rushing.

Suggestions for effective audio-visual materials...

The fewer slides you use, the better your presentation will be. Aim for one slide, graph, illustration or table per minute.

Graphical material should be simple and easy to understand. Do not try to convey too much information. Include no more than three to four curves in a line graph. Include no more than eight to ten bars in a bar graph.

Tables with many numbers are very difficult to read, understand and interpret. You are better off providing a small amount of data that your audience will understand than a large amount of data which will all be forgotten.

Graphs and illustrations are easier to understand than numbers. Use graphs to convey numerical data where possible.

Text material should convey major points. Under no circumstances should visual material include the text of your presentation. Your audience should listen to you. If they have to spend time reading large amounts of text, they won't hear what you are saying.

Make text and graphical material large enough that it can be easily viewed by people at the back of the room.

Observe the KISS principle. (Keep It Simple!)

During the presentation...

Speak clearly and slowly. If you have too much information to present or you are nervous, you will speak too quickly and people will not understand you.

Remember that others in the group will be seeing the information for the first time and will require time to understand it. Assist them by explaining and highlighting your methods and results and showing how conclusions were drawn.

Be a critical observer of other presentations...

Think about all of the presentations and lectures that you have seen. Try to emulate those features which have impressed you as desirable or attractive features of presentations. Try to eliminate those features which you have complained about in other presenters.

Enjoy the World Congress!

The Scientific Program Committee
ISPO 2007 World Congress