

# 9<sup>th</sup> International Symposium on Power-Line Communications and Its Applications (ISPLC 2005)

## ORAL PRESENTATIONS

The working language of the Conference is English and will be used for all printed material, presentations and discussions.

### Time Allocation

20 minutes (including 5 minutes for Q&A) has been allowed for the presentation of your contribution, and this time allocation must not be exceeded.

To make the most of the presentation time, you may find the following guidelines to be helpful:

- Speak clearly and avoid colloquial English – not all delegates use English as their native language.
- Summarize your written paper and present any updated material and results. The focus should be on the basic concepts and conclusions, rather than the details.
- Please note that questions may be taken following your presentation, this should be accounted for during the preparation of your presentation.

The Session Chairs have been asked to be strict with their time keeping of presentations, this will enable delegates to walk between sessions and attend the presentations of their choice.

*It is therefore imperative that you do not exceed your time allocation.*

### Visual Aids

For ISPLC 2005 we will permit the use of PDF and PowerPoint presentations.

#### **NOTE:**

**In order to allow us to upload your presentation slides onto the lecture theatre equipment in advance, we would be grateful if you forward to us your presentation slides via an email attachment by Friday, 1 April 2005. Please use your unique paper number when emailing us. This will save your time and aid the smooth running of your talk on the day.**

### Useful Presentation Tips

#### **DO NOT PUT TOO MUCH INFORMATION ON VISUAL AIDS:**

- A maximum of six or seven lines including the title (not more than 20 words).
- Avoid abbreviations, mathematics and tables of results (graphs or histograms are much better).
- Lettering should be lowercase, medium or bold and at least

**“this size” (Arial 22)**

- **NEVER USE -** computer printouts  
photocopied pages of books  
hand-drawn transparencies
- Keep diagrams as simple as possible
- Company logos, if used, should be of a modest size