

GUIDELINE FOR SPEAKERS

*These instructions have been prepared for authors giving oral presentations at ICSR 2010. They contain **important information**, so please read them carefully.*

1. Time schedule

- Please find the exact time and room where your presentation will take place in the Preliminary Program of the Conference.
- The time available for each paper is as follows:
 - Plenary Lecture: 45 min (40 min for presentation and 5 min for discussion)
 - Oral Presentation: 20 min (15 min for presentation and 5 min for discussion)
- It is essential to adhere to these time restrictions to ensure smooth running of the Conference, as well as to enable the other colleagues to present their papers.

2. Technical Equipment

- All lecture rooms will be equipped with a video projector, a computer equipped with CD Rom and USB port, and a light pointer.
- A technician will be ready to help you dealing with the equipment.
- Please check with the technician ahead of your presentation and during breaks that your files are ready in the room computer, or check yourself that your transparencies are in the correct order to ensure a smooth presentation.

3. Submission of Computer based presentations

- The computer-based presentation must be prepared as .ppt or .pptx files (MS Office Power Point files) and must be transferred to room computer in order to be projected during your session. For the transfer of your Presentation to the room computer please use a CD ROM or an USB Flash Memory.
- In order to minimize disruption between lectures **all presentations files must be submitted in advance**. You can either:
 - Send them at least **2 weeks before** your presentation to email address: presentation@icsr.ir .
 - Submit them at least the **day before** your presentation at the ICSR **reception desk**.
 - Submit them **before the start of the sessions for that day in the room where your presentation will take place**.
 - Presentations should be named as “OP-AAA”, where “OP” stands for “Oral presentation” and “AAA” stands for full family name of presenting Author.

4. Useful Hints

- It's important to have an extra CD or USB Flash Memory with all your presentation files stored on it.
- Please be present in the lecture room at least 10 minutes before the session; a few seats in the front row will be reserved for speakers.
- For visual presentation use appropriate size of letters (**never** less than 18 points for power point presentation or transparencies). Avoid presenting long sentences, large tables and/or detailed derivations in the visual material.
- Inform your audience with a few introductory sentences about the broader significance of your paper.
- Do not read your submitted written text word by word. It is much more preferable to point out the basic ideas and then give a broader explanation in your own words.
- Allow sufficient time for slides and projections. Explain each figure, and table as well. Please give the audience enough time to understand a figure (or a table) before going on to other topics. Keep a check on your presentation time.
- Please respect your chairman's instructions during the presentation, particularly in keeping your time limit.

Thank you for your kind cooperation.

The Organizing Committee of 3rd ICSR 2010