Guidelines for oral presenters

Your resource for creating a compelling presentation

IUPAC C23
chains
The Hague | The Netherlands
20-25 August 2023

@ WORLD FORUM DEN HAAG

What to expect

Our ambition

To demonstrate the connection between the Chemical Worlds. These guidelines outline what you can do to help us to achieve our goal with your presentations.

Purpose of these guidelines

Create a stand-out event and develop presentations that entertain, connect, inspire, inform, provoke and promote collaboration.

Conference Agenda

Program details

Please use the following links for the:

- [Program at a glance](#);
- [Detailed program](#).

Tips & tricks to an inspiring presentation

Some guiding principles

Consider your audience

- Think about your audience: who are they?

- What do you want them to experience when they hear you speak?

- What do you want them to talk about after your session?

Tell stories

- We all love stories! Take your audience on a storytelling journey

- Research has shown that a story makes us more likely to embrace new ideas and messages.

- It will also make your message more memorable. Stories are remembered up to 22 times more than facts alone!

Rule of threes

- Best orators make their points in threes: it creates rhythm and simplicity
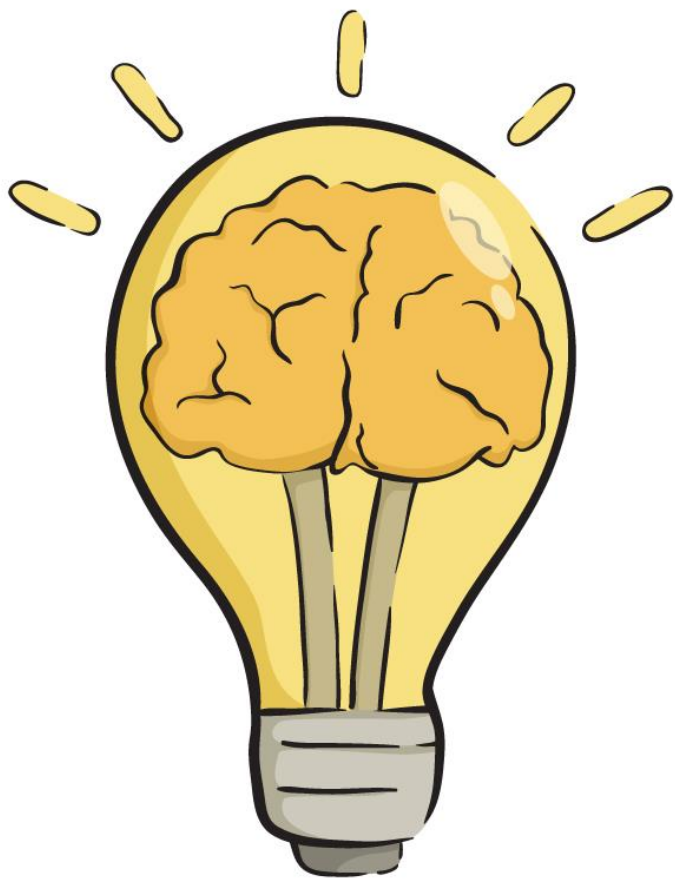
Enjoyment is enthralling

- Audiences love watching people enjoying what they do

- Be creative with your slide titles - raise a smile or set the tone

- And, (pause, breathe) learn to vary your pace

Tips & tricks to an inspiring presentation

Some common pitfalls

Verbal transcripts

- Avoid reading your slides – less (text) is more!

- Summarise what you want to say in a few short bullets. Use them as prompts.

- Don't be afraid to use more slides! Splitting your content over multiple slides makes your message much easier to digest. Try sharing 1 idea per slide.

Keeping us blindfolded

- The human brain processes images faster than text. Images capture our attention and help us remember information.

- Use images to set the scene: whether it's the location, people or innovation you're talking about.

- Be thoughtful and use images that support your key points and be immediately recognisable.
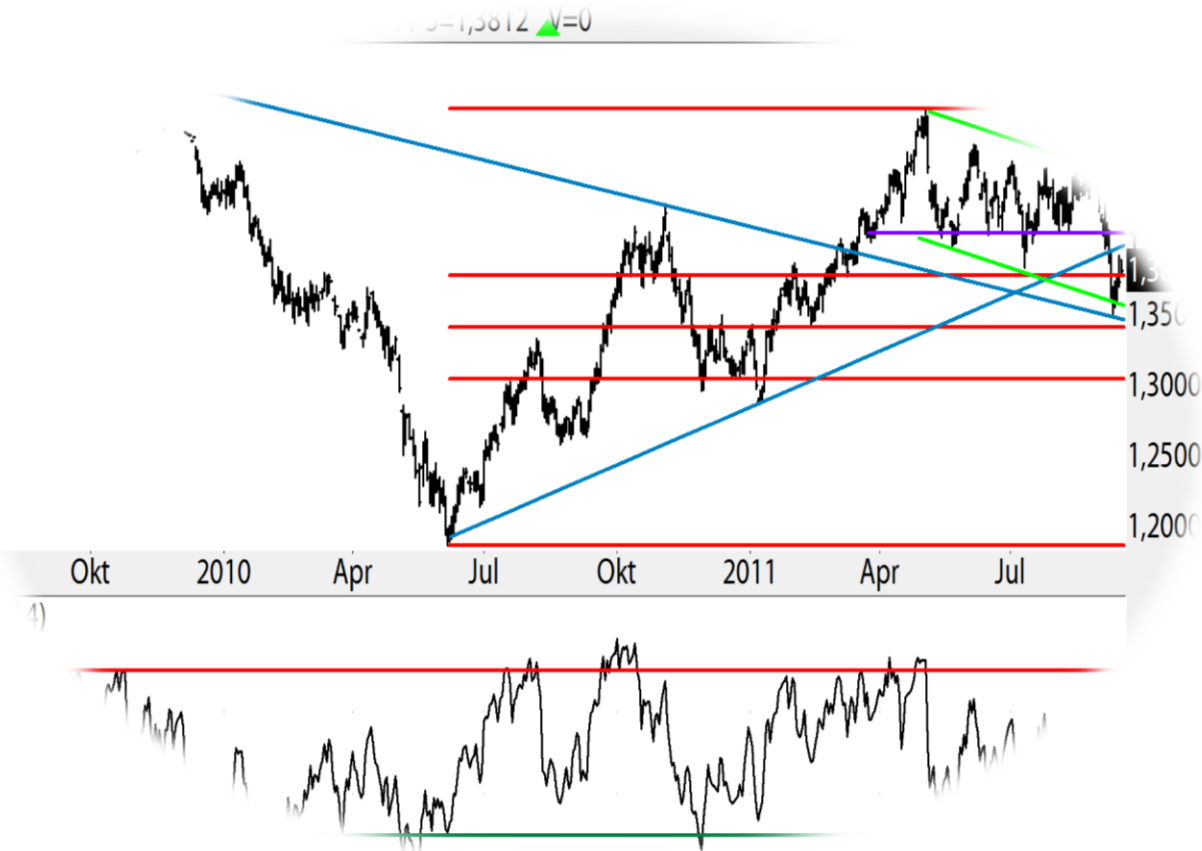
Drowning details

- Avoid multiple statistics or intricate graphs – instead, explain what the data **means** to your story.

- Use speaker notes and free your audience from the work of reading cluttered slides.

- Give your audience a handout if they need to remember detailed facts and figures, contact information, additional resources and more.

Slides & Presentation Materials

Please draft your presentation in a 16x9 screen ratio preferable in HD quality

We recommend a minimal font of 16pt+ for text boxes with single line spacing, 32pt+ for headings and 14pt+ for captions

Any of the following formats are possible:
- Powerpoint
- Keynote
- PDF
- (Preferably no Prezi)

If you have any video's in your slides, please take them with you as a seperate .mp4 file on a USB stick.

Branding & Promotion
To create your presentation, please feel free to use (one of) the slides in the general PowerPoint Template. Kindly note that the use of the template is <u>not</u> mandatory.

The day of your presentation

Advice on clothing

- We recommend to avoid wearing fully black and pure white outfits

- Colourful clothing is most visible on stage

- Avoid dense checkered patterns to avoid moiré phenomenon in video footage

Other instructions

- Arrive to the Venue at least **1 hour before** your agreed presentation time.

- Upon arrival at the venue, please collect your name badge at the registration desk.

- You can upload your presentation at the **Speaker Service Center**, located at the Nile Room on the first floor.

- Please come to the room where your session is scheduled to take place **at least 20 minutes before session start** to get instructions from the AV team and session moderator.

- Turn mobile phones and other devices on silent.

- Please sit close to the stage for easy access to the stage during your session. Please go on stage once you are announced by the moderator.

- Take position on the stage and begin your presentation. On the lectern, you will find a "clicker" to move your slides forward and backwards.

- Your presentation will be displayed on the comfort monitor right below the lectern. Please rely on this comfort monitor instead of looking at the slides shown on the stage screen. (if applicable, depends on the room)

- Timekeeping is key. Please follow the instructions of the moderator.

- Please leave time for questions from the audience

Location Speaker Service Center (1st floor)

Venue World Forum

Address:
World Forum
Churchillplein 10
2517 JW The Hague

World Forum The Hague is easily accessible with both public transport and car. Plan your route here.

Badge retrieval and registration desk

Once you arrive to the venue, proceed to the Registration Desk to receive your name badge. Remember that wearing your name badge is mandatory and it must be worn visibly at all times. Your badge is also your ticket to the Social Events, so don't forget to bring it with you. The Registration Desk will be open one hour before the start of the programme each day, please arrive on time to avoid the busy times.

The registration desk is open for participants on the following days and times:

Saturday 19 August:	08:00 – 14:00	General Assembly Registration only
Sunday 20 August:	08:00 – 12:00	General Assembly Registration only
Sunday 20 August:	16:00 – 21:00	
Monday 21 August:	08:00 – 18:00	
Tuesday 21 August:	08:00 – 18:00	
Wednesday 22 August:	08:00 – 14:00	
Thursday 23 August:	08:00 – 18:00	
Friday 24 August:	08:00 – 12:30	

Symposium app

In order to engage with other participants, we encourage the use of the IUPAC|CHAINS 2023 App. Through this App you will not only be able to find information on the programme and sponsors, you will also be able to connect with participants.

The App is available on Google Play and in the App Store and the app name is: **The Event App by EventsAIR**. Scan the QR code on the right to download the App.

NB: When you download the App, you will be directed to the generic Events Air App. Please enter the Event code to enter the customized IUPAC2023 App.

TIP: Please ensure you update your profile when you first login and select the Name Badge option that displays your full name, position and company name. This way, it will be easier for your fellow IUPAC participants to find you and connect with you!

Event Code: IUPAC2023

Further log-in details will be sent to you approx. 1 week before the conference.

App store

Google play

Looking forward seeing you in The Hague!

Questions?

Get in touch iupac@congressbydesign.com

Learn more

Explore the rest of the symposium
https://iupac2023.org/