

41st STGEC Conference

SPEAKER GUIDELINES

Administration

Speakers are encouraged to use PowerPoint ([Microsoft 2003](#)) for presentations. This conference may not accommodate use of overhead projectors or 35 mm slide projectors. Store your presentations on a USB flash drive or CD-ROM.

PowerPoint presentation materials submission due date is **Monday, October 12, 2009**. Speakers should send electronic PowerPoint presentation materials via email to STGEC@ncdot.gov

Speakers should also bring the electronic presentation materials to the conference meeting room.

Speakers should report to session room 30 minutes before the session starts to meet with other session presenters and coordinate your audiovisuals.

Suggestions on Designing of Your Visual Aids

- Use 24-point type for lettering done in ALL CAPITALS and 32-point for lettering in Capitals and Lowercase
- Use a sans serif typeface such as Helvetica, Arial, or Universal
- Keep Title to One Line
- Use 6 to 7 lines per slide (maximum)
- Test slides for legibility and contrast

Time Limit

Rehearse before the presentation – during it is too late. Time your presentation to keep within your allotted time! Help the presiding officer, yourself, and your audience by sticking to your allotted speaking time (generally **25 minutes** – 20 for presentation, 5 for questions).

If you have further questions about abstracts/papers, please contact Chris Chen or Mohammed Mulla by phone at (919) 250-4088 or send an email to STGEC@ncdot.gov.