



SOBA 2008 Conference
October 13-16, 2008
Norfolk, Virginia
[SOBA Guidelines for Presenters](#)

Thank you for your contribution to the conference. We want to make sure the presentations go smoothly for everyone, and to that end we have some guidelines and tips for you. The most important point is after registration, **you must go to the speaker's coordination room** to check in your digital copy of your presentation and to check equipment compatibility. A technical glitch can ruin a presentation, interfere with the conference schedule and waste everyone's time. We appreciate your cooperation!

Before You Arrive at the Conference

- The conference presentations will be managed using a conference laptop, digital projector, and PowerPoint presentations. Please bring your presentation in a digital form, such as on a CD. The projectors will be primarily at a resolution of 1024 X 768, so please design your presentation to display at that resolution.
- If you are using another presentation format, please be sure you have coordinated this with the conference coordinator or the session moderator so we may discuss equipment or set-up needs.

At the Conference

- You **MUST** check in at the speaker's coordination room immediately after stopping by the registration desk and no later than the evening prior to your presentation. Your digital presentation will be loaded onto a conference laptop and will be opened and tested to identify technical issues in advance. The practice room will be open for extended hours so you can check in without missing the technical sessions.
- Please arrive **at least** 15 minutes prior to the start of the session in which you are presenting.

Tips for Avoiding Common Problems

- Make sure your audience can read your text. Use less text and increase the font size for better readability.
- Use standard fonts (Arial, Helvetica, Times New Roman) and graphic file types (GIF, JPEG) in case you have to transfer your presentation to another computer.
- Try to use graphics that are "pre-sized" for Power Point. They should have a 75 dpi resolution and be sized correctly to match their size on the screen. Try to use the minimum sized graphic file that will give you maximum projection resolution to keep your presentation as quick as possible.
- When placing text in front of a picture, place text over either all dark or all light areas to maximize contrast and visibility. Always view your presentation using a digital projector to make sure the text is as clear as you think it is.
- Make sure your graphs are readable for audiences of 150 – 200 people.
- Use color schemes that are friendly to color blind individuals.
- Use simple backgrounds and animations. Keep your audience focused on your material, not on the "fancy fluff."
- Run through your presentation once after startup. This will speed up how fast the computer brings up the graphic files.