

Guidelines For Oral and Poster Presenters

The date, time and session chair for your oral presentation session will be available on the website <https://www.monash.edu/engineering/dof2023>. We suggest you connect to the session chair during the Coffee or lunch break prior to your session and talk about the session organisation.

Oral presentation - Slides format

We recommend using PowerPoint slides in the widescreen 16:9 aspect ratio with embedded videos and fonts. Kindly ensure that your presentation is completed within the allocated time of 15 minutes for regular talks or 30 minutes for keynotes (please refer to the program details for your assigned time slot) and allow 2-3 minutes for questions and answers. If you exceed the designated time, there won't be any opportunity for Q&A. The session chair will contact you to transfer the presentation to the communal computer prior to the start of the session using a pen drive or by email. We would prefer not to switch laptops for the presentation. All presentation files will be deleted immediately after the completion of the session.

To embed your font into your PowerPoint presentation:

1. Click File > Options > Save As > Browse
2. In the dialog box, click Tools > Save Options on the lower right-hand side.
3. Scroll down to where you see the embedding options at the very bottom and check that 'Embed fonts in the file' and 'Embed all characters' are both selected.
4. Click 'Okay' and then save the presentation.

Guidelines for Poster Presenters

Each poster author will be provided with a poster board; each board will indicate the poster number and submitted abstract. Posters should be prepared in A0 portrait size (width 841 mm × length 1189 mm). We will supply the Velcro dots. Pins, staples, and tape will not be permitted to mount the posters on Tuesday afternoon or Wednesday during the day.

The minimum font size should be 20 pt to be read easily by attendees.

Photographs/graphs/pictures should be a minimum of 5 × 7 inches (approx. 130 × 180 mm).

Posters must not contain advertising or commercial activities.

For poster sessions, please refer to the program details. Please remove your posters by the end of the conference: Friday at 4pm. Any remaining posters will be disposed of.

If you have any other questions regarding your poster or oral presentation, please get in touch with the conference chair Dr Leonie van 't Hag (leonie.vanthag@monash.edu)