Guidelines for All Speakers
Canadian Quality Congress

Important Notes and Tips for Speakers

1. All presentations will be in the English language. Kindly use simple and easy-to-understand language to accommodate delegates from all over the world.
2. In the interest of time, questions and answers from delegates are allowed after the presentations and not during presentations.
3. Presentation time is short. Please deliver focused presentations, as one clearly explained idea is better than two half-explained ones.
4. Enrich your talk with real life experience, real examples and real figures. Do not assume that the listeners will always be able to relate to abstract concepts or theories.
5. Always leave your audience with learning points to remember.
6. Pay attention to the quality of information presented. Do not use generic statements full of assumptions that cannot be substantiated.
7. Please let the Technical program Committee know if you have any special presentation requirements other than Microsoft Office PowerPoint **at least three weeks in advance**. These can be: video, overhead projector (slides), internet access, computer audio, etc. The organizing team will do their best to ensure your requirements can be met.
8. During your presentation, talk clearly and smoothly. Not too fast and not too slow. Clarity is of the essence. Presenters with English mother tongue and very fast mode of speaking should consider other people in the audience whose second or third language may be English.
9. Please avoid phrases that may be of offensive in nature to others.
10. Do not turn your back to the audience and do not talk when facing the screen.
11. Direct internet links during the presentation are not advisable. They have a habit of letting users down. Alternatively, demo using static screens captured in the manner described below and only run the program at the end if required.

    To capture any screen on your computer, press <Shift><Print Screen> or <Alt><Print Screen>. Then paste this screen into the 'Paint' program to edit, trim and save in JPEG format. Later insert the image into your PowerPoint presentation using the <Insert> <File> command.
12. Use laser pointers selectively. Some people find them distracting.
13. While presenting, avoid keeping objects such as keys and coins in your pockets. One naturally plays with objects in their pockets.

14.   Presentations should be emailed to the Technical Program Committee Chair at CSQ@shaw.ca in the required background format as per the announced conference schedule.

15.   Rehearse well even if you are an experienced presenter. Your audience is sophisticated, thus, reading from slides during presentations is deemed unprofessional.

16.   Time yourself and conduct a trial run to ensure quality performance. That means: DELIVERING YOUR MESSAGE ON TIME.

Guidelines on the Use of PowerPoint Presentations

1.   Please remember "More is Less", i.e. the more you put in a slide, the less attractive it will look**.**

2.   Font size of bullets must not be less than 28 points, (ideally, 30-32 points).

3.   Font size in slide headers must not be less than 32 points, (ideally 36-44 points).

4.   No more than 5 bullets on each slide (as a general rule).

5.   No more than 6 words per bullet (as a general rule).

6.   Rephrase bullet sentences to make them short, sharp and to the point.

7.   Do not repeat words that can be included in the header.

8.   Enrich your presentation with graphs and pictures (i.e. fewer words).

9.   Avoid flying bullets and rotating text. They slow you down and bore the audience.

10.   Avoid unnecessary animations. They break your line of thought and slow your delivery.

11.   Do not include more than 15 slides maximum per 25-30 minutes presentations. Time over-run will not be permitted.

12.   Please practice to make your presentation interesting.

13.   'Save' and 'Insert' your diagrams and pictures in JPEG format. Do not use 'Cut' and 'Paste' images as each image pasted will be pasted in BMP format, which will increase the size of your file. It will also cause it to crash more often.