



## EUROPEAN TRANSPORT CONFERENCE 2016

*Casa Convalescència, Barcelona, Spain*  
5 – 7 October 2016

### DETAILED NOTES ON THE PREPARATION OF PRESENTATIONS FOR THE CONFERENCE

#### **A) Preparation of Presentation Material for the Conference**

AET, through this conference, actively encourages presentations from speakers with all levels of expertise and experience within the transport profession. Some of the speakers will have made numerous presentations to international audiences and for some this may be the first, hopefully of many, presentations. The presentations made are also extremely varied in their content, some highly technical and some more theoretical.

Our aim within these notes is to try and assist speakers in how they set out their presentations to try to ensure that they are clear and informative for an international audience. Below are some guidelines we recommend speakers follow when putting together their presentations prior to submitting them to the conference.

**The most important suggestion is that the content of the slides used is complementary to your presentation and does not simply repeat it.** The almost universal use of bullet points that are simply read out during the presentation does not hold the attention of the audience very well or give a real impression of the project or the presenter. For instance, if your paper is explaining how you have developed a new process for the delivery of a Government objective, then set out a picture with the objective central to the slide and the processes being highlighted in successive slides linking to it forming a whole. In this way you can explain each process as you go along. If you need more detail for a process then intersperse one or two slides to give that detail.

Please think about the content of the information on the slides so that it will be clearly seen by the audience. How many times do we hear 'I know you probably can't see this, but'. If the audience cannot read the content of a table, for instance with numerous rows and columns, then there is no point showing it. If it is important to show the format of the table then do so without text except for headings. If not it would be better to show an example of the data incorporated in the table as a background to delivering the information through the presentation. Whatever is contained in the slides, if the content cannot be read, is there any point in using them? This applies to all slide information, text and graphics.

Most of us use PowerPoint to produce our slides today which is a powerful piece of software that can do far more than list bullet points. The use of graphics as a background to the presentation will make it more interesting for the audience and the use of graphics can, if thought through, give a better impression of the paper.



### **The Production of Visual Aids (Check List)**

- **Content of slides should complement the presentation not simply repeat it**
- **Contents of all slides must be clearly legible from a distance of at least 4 metres.**
- **Good slides are seldom obtained from drawings or tables that are intended for publication with the paper. Printed illustrations contain considerable detail, and lettering is usually too small.**
- **Lettering and graphics should be as big as possible.**
- **The background of slides should provide a sharp contrast for drawings and lettering. In general, dark letters on a light background are easier to read.**

### **B) Submission of Presentation Material for the Conference**

All rooms will be equipped with a data projector and a dedicated laptop computer.

Speakers are asked to bring their presentations on a data stick and arrive at the lecture room at least five minutes before the start of the session in order to load the presentation.

**PRESENTATIONS ARE NOT PRE-LOADED ON TO THE LAPTOPS IN THE CONFERENCE ROOMS. SPEAKERS ARE RESPONSIBLE FOR LOADING AND RUNNING THEIR OWN PRESENTATIONS FROM A DATA-STICK**

### **C) Presenting at the Conference**

Speakers are reminded that the Conference is an international meeting and therefore the audience will not necessarily be familiar with practice and policy in your country. Speakers are also asked to remember that English will also not be the first language of these international delegates.

#### **Speakers are therefore asked to:**

- **deliver their presentations slowly and clearly**
- **give an adequate introduction to their paper describing the context and framework**
- **avoid jargon and use plain English**
- **provide explanations of abbreviations**
- **speak to the audience and not to the screen**

Speakers are asked not to read their paper verbatim but to make an informal presentation. Reading a paper line by line makes a presentation boring and does not hold the interest of the audience. It is not always essential to repeat all the points in the text and it may well be that there is more up-to-date information than was available when the paper was first written, or that it becomes appropriate to deal in more detail with a particular aspect of the subject.



Speakers are reminded that discussion after a presentation is an important aspect of the Conference and are asked to adhere to the recommended presentation times to allow fellow delegates the opportunity to participate in discussion.

The chair of each session will contact speakers before the Conference to discuss the amount of time each speaker has for their presentation and how much discussion time there will be.

Speakers should note that sound amplification systems will not be available in all the seminar rooms, and they should therefore take care to make themselves audible to everyone in the audience.

The quality of presentations will be noted by the Session Chair and the Steward.

A List of Delegates will be issued when you register at the Conference desk.

#### **D) Session Chairs**

##### **Role of Session Chairs**

Each speaker will receive details of the chairperson of their session. It is the role of the session chair to ensure discussion is to the point and to explore any particularly interesting points from the presentations.

The Session Chair will decide on the structure of the session and will allocate presentation time for each speaker and will inform speakers about the amount of time for questions and whether discussion is taken at the end of the session or after each presentation.

#### **E) Arriving at the Conference**

On arrival, please go to the Conference Registration Desk in the main entrance hall, where you will receive your name badge and other relevant documentation.

Conference Staff and Stewards will be present in the lecture area at 0830 each morning. Conference Staff will be pleased to assist you at any other time. Please arrange to arrive in the seminar room at least 5 minutes before the start of the session in which your paper appears.

##### **Seminar Stewards**

There will be a seminar steward present in each seminar room. The steward will be pleased to assist with audio-visual aids, lighting etc.

##### **Contact details**

During the Conference, Sally Scarlett can be contacted on her cell phone:  
+44 7831 663653

30 June 2016