

# PLM10

Bremen, Germany, 12-14th July 2010

## Brief Guideline for Speakers

### 1 Duration of the Presentation

A session has 90 minutes with 4 presentations. This makes 22,5 min (25 min) per presentation. You should reserve 5 minutes for discussion.

This equals 8-12 slides (a typical speaker talks approx. 2 minutes per slide). If you come with 30 slides, your presentation is likely to fail.

### 2 Equipment in Presentation Room

Each presentation room will have the following equipment:

- *Beamer* (data projector)
- PC or Laptop running *PowerPoint* under MS Windows, equipped with USB port and CD-ROM.
- And finally: a friendly *technical service* in each room who is eager to assist you in the preparation of your presentation.

### 3 What You Should Bring for an Electronic Presentation

- Bring a USB stick with your PowerPoint presentation. (Do not *save* the presentation to the disk but instead *copy* it to the disk. Do not make changes after it has been copied).
- Backup (*Mandatory!*): Bring a *Laptop*, *CD* or another *USB* stick with the same presentation. We saw too often that s.th. suddenly did not work any more.
- If your presentation includes demos or similar things which make it impossible to hand over a disk, you can also connect your laptop to our beamer – but this must be installed and rehearsed *before* the session. Overhead slides should be prepared as backup in any case.

*Murphy has not registered yet for PLM10 –  
but you never know...he might show up in the last minute...so be prepared*

### 4 Layout

- All slides should be in landscape format.
- Colour combinations resulting in a low contrast must be avoided. Yellow text on white background does not work, blue on red does not work, ..!
- Text smaller than 18 points cannot be read.
- Dark letters on light (or transparent) backgrounds work well for overheads. Light letters (yellow or white) on a dark background (e.g., dark blue) often will be easier to read when the material is displayed using beamers.

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## 5 Content of the Presentation

Your presentation should cover the following content:

1. Title, authors and affiliations
2. Motivation, statement of the problem
3. Objectives of the research
4. Research approach, methodology used to solve the problem
5. Major outcomes and their significance
6. Conclusion and outlook

Be reminded that *we do not want a project presentation*, but instead a presentation of research results or industrial case studies. Feel free to acknowledge your project consortium, the partners and funding bodies, but strictly avoid a lengthy elaboration of project details like work plan or duration. Do not state what you *want to find out*, but what you *have found*.

## 6 Rehearsal at Home

*Rehearsals* are the key for an excellent presentation. Do not think that excellent presenters prove their excellence by making spontaneous presentations – on the contrary, they do rehearse.

Why not catching two birds with one stone: some colleagues in your organisation might be interested in what you are doing - why not using the rehearsal as opportunity for telling them. Excellent research labs are characterised by not allowing their speakers to present without an internal rehearsal.

Make your rehearsal in a realistic environment – time, slides and technology should be the same as for the final presentation. Speak as if you had the full audience in front of you.

You are a mobile knowledge worker? Your slides are being prepared during the flight to the conference location? Then you should especially make a rehearsal – your hotel room will be patient to listen to you – and your final audience will be thankful.

## 7 Before the Presentation

- Please be in the session room *15 minutes* before the actual session starts. Now this is your contribution for making PLM10 a success – so do not worry if you have one coffee less in the break.
- Introduce yourself to the *session chairperson* – he/she will be ‘relieved’ to see you and know that ‘his/her’ speakers are all present. Please note that he/she may not know who of the authors is presenting as for some papers more than one author attends the conference.
- Be prepared to give some *bibliographic details* about yourself to the chairperson so that he can introduce you before your presentation. The chairperson will be thankful if you have prepared for him some short written notes in advance.
- Make yourself familiar with the *technical equipment*. Contact our technical service, he will be happy to assist you.
- Copy your presentation to the computer in the lecture room.

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## 8 Extras

Feel free to bring extra material supporting your presentation. You may want to bring:

- sign-up sheet for recording names of attendees who wish more information.
- project brochure or other handouts
- business cards
- (Your paper itself is published in the proceedings, so you do not need to bring copies)