

**7th Civil Engineering Conference in the Asian Region
August 30 – September 2, 2016
Hilton Hawaiian Village, Waikiki
Oahu, Hawaii, U.S.A.**

Podium Presentation Guidelines

Congratulations on the acceptance of your paper for a podium presentation at the **7th Civil Engineering Conference in the Asian Region (CECAR 7)**. This is an excellent opportunity for you to share knowledge and information with your colleagues. It is important that you prepare an interesting and informative oral presentation for the conference, rather than just reading your paper to the audience. The following guidelines will assist you in doing this. Please review these guidelines so that you are informed as to how to prepare for your oral presentation.

PREPARING:

When you organize your talk, it may be helpful to begin by considering the following:

- 1. What is the topic of your presentation?**
 - a. Clearly state your topic
 - b. Reiterate your topic in your visual presentation
- 2. Who is your audience?**
 - a. ASCE is committed to promoting an inclusive professional organization. It is important that your presentation is geared to reach a diverse audience
 - b. Make sure that the contents of your presentation, including audio and visual, do not contain any terms/language that could be considered offensive
- 3. What is the objective of your presentation?**
 - a. Choose main points and objectives of your paper and elaborate on them

YOUR PRESENTATION

Once you have answered these questions, you may then begin to outline your presentation.

- 1. Introduction/Opening**
 - a. State your goals or ideas in general terms
 - b. Share a relevant story, anecdote, or quote. Startle them with a statistic if appropriate
 - c. Use a metaphor or comparison to your topic
 - d. Use humor very carefully; it can be powerful and engaging, but jokes, as a particular form of humor, are risky and difficult to use successfully. Do not use humor that could be deemed offensive to a particular group

- e. Any one or a combination of these introductory methods may be used in your opening to draw your audience's attention to your presentation
- 2. Body**
- a. Discuss your main idea(s) in detail
 - b. Use supporting examples
 - c. Use visual aids to reinforce
 - d. Reiterate your points
 - e. Develop a theme
- 3. Closing**
- a. Summarize your main points
 - b. Restate your goals, in a memorable way
 - c. Explain the value of your discussion
 - d. Reiterate the plan of action or any future plans
 - e. Return to the opening theme or story
 - f. Share another relevant story, anecdote, or quote

GUIDELINES FOR PREPARING YOUR VISUAL AIDS

Once you have prepared your podium presentation, you may then decide to incorporate visual aids into your presentation. Remember, "A picture is worth a thousand words." A Harvard University study reveals that individuals comprehend about 7% of information they obtain verbally. They comprehend 87% when information is delivered both verbally and visually.

1. There are many different types of visual aids available to you including power point presentations, videos, or posters
 2. Remember the acronym KISS (Keep it Short & Simple) and the old saying "Less is More"
 3. Choose your visual aids carefully and make each one count
 4. Determine if the information really needs visual representation – will it really help to explain your point? Too much information may overwhelm an audience
 5. Prepare your visual aids so that everyone in the audience will be able to see the information. There is nothing worse than telling an audience, "Those in the back of the room won't be able to see some of the information on this slide, so I'll explain..."
- 6. Power Point**
- a. A Power Point Template has been prepared for your convenience. You can download this from the [CECAR7 Speaker Site](#). All presentations should be prepared in Microsoft Office version 7 or older.
 - b. All text, including text within graphics, is legible to those in the back of the room. Do not use fonts smaller than size 20
 - c. Power Point presentations increase the capabilities of the presenter; however, a speaker does not want to be upstaged by his/her visual aids

- d. Please understand that your presentation time begins when you are introduced. Speakers will not be permitted to upload their presentations after the session begins. Please make sure your presentations is uploaded to the [CECAR7 Speaker Site](#). Presentations must be uploaded no later than Thursday, August 18, 2016.
 - e. If it is necessary to make changes to your presentation please work with your session moderator and provide them with the updated version prior to the start of your session.
- 7. Video**
- a. Video can be used effectively to show examples
 - b. Show only top quality tapes, never those that have been copied over and over
 - c. Review your tape ahead of time, make sure the video and sound quality are good from the beginning to end
- 8. Exhibits**
- a. There may be times when you will be able to actually use what you are talking about as a visual aid – make sure that everyone can see it
 - b. This is best done with a small group
 - c. Ensure that all text, including text within graphics, is legible to those in the back of the room. Do not use fonts smaller than size 20

THE FINAL STEP

1. Practice, Practice, Practice!
2. The presentation should be well rehearsed, as papers should not be read, but rather a presentation prepared
3. As you practice, be extra conscious of such things as elocution and time constraints
4. If you have practiced your presentation and are comfortable with your material and visual aids, then you will be more relaxed and an effective speaker

ON THE DAY OF THE PRESENTATION

1. Consult the Final Program for the session time and location of your presentation
2. Please arrive 15 minutes prior to the start of your session and make contact with the session moderator
3. The moderator of your session will be in touch with you prior to the start of the conference. Please plan to meet with your moderator and check-in with them at the conference ahead of the session
4. You have approximately 12-15 minutes maximum duration for your presentation, however, this is based upon the total number of presentations in your session. Please check with your moderator so that you know exactly how much time you will have for your presentation
5. Laptop computers will be provided for each session and all presentations for that session will be pre-loaded onto that computer by the conference staff. All presenters should submit a copy of their presentation in advance through the [CECAR7 Speakers Site](#) by August 18, 2016.



IMPORTANT REMINDER:

If you cannot appear for your presentation, you must contact the Conference Committee Chair, Udai Singh at udaingsingh1@gmail.com as soon as possible so that a replacement speaker can be found.

BEST OF LUCK ON YOUR PRESENTATION!