

Guidelines for presenting talks (oral presentations) at 3DMC 2023

Your presentations at 3DMC are very much appreciated. It also helps if you follow these guidelines which are intended to ensure a level of consistency and quality in delivery for all our talks.

1 Talks (oral presentations)

This year's event will see a return to a smaller number of longer talks. The programme has not yet been finalized but we are expecting to have 16 - 18 talks, each with a 25-minute delivery slot.

- **20 mins** for your talk
- Up to **5 mins** for Q&A

Your presentation will be recorded for our online archives and we recommend the following:

- **Refer to the "3D Metrology Conference" with conference logo, year and location**
- Have just **one or two introductory slides** about your group or organization
- Add **contact information**
- **Graphs** should be **easy to read** and **clearly labelled with units** on each axis.
- Check all numerical **values** for **space between number and unit**, e.g. not "1mm" but "1 mm"
- Presenters from **commercial organizations should focus on technology and avoid a marketing** or product-oriented presentation
 - Your products or services will anyway be showcased in your talks
- **Please provide speaker's notes** (a PowerPoint feature) to complement critical slides. When we convert your PPT to PDF for the archives your notes will be included in the PDF.

Please tell us in advance if your presentation cannot be made available in the 3DMC archives.

2 Delivering your talk

Generally speaking, we expect you to have one information slide per minute of talk, i.e. approx. 20 slides plus potentially a few header slides to introduce separate sections of your talk. When preparing and delivering your talk, please keep the following in mind:

1. Focus on your key and critical issues
2. Go easy on the mathematics
3. Keep text short
4. Use visual elements where possible
Remember: "A picture is worth a thousand words"
5. Do not simply read out the slides.
The slides are a guide for you and summary for the audience so ...
... engage with the audience, offer details and related material
6. Relax and enjoy being in charge for 25 mins

3 Authorization

It is the responsibility of all oral presenters to ensure that they have all permissions in place to present their material and, if wished, to submit it to the publicly accessible conference archives.

4 Upload of presentations

Via your own file transfer facility or by email to Ben and Stephen (B.Hughes@3dmc.events, S.Kyle@3dmc.events). We can also suggest an upload facility for large files.