

## **PACIS 2011 Presentation Guidelines**

[You can download a PDF version of these Presentation Guidelines here.](#)

Welcome to PACIS 2011, in Brisbane, Australia. Thanks for submitting your paper to the conference. To make sure that all sessions run smoothly, we provide the following brief guidelines for all presenters:

### **1. Oral Presentation Sessions**

- Please try to arrive at the meeting room of your presentation session ten minutes before the start of the *session*.
  - Please upload your Powerpoint file onto the computer for presentation and make sure that your file runs appropriately.
  - Please introduce yourself to your session chair so that the session chair will know who is presenting the paper.
- Each oral presentation *session* has 1 hour and 30 minutes for three presentations. Please make sure that you finish your presentation in 20 minutes and leave 5-7 minutes for questions. Please follow this rule even if your session has fewer than three papers because people may switch between sessions for presentations that they are interested in.
- Inexperienced presenters may find it helpful to know that the usual rule of thumb for Powerpoint presentations is two minutes per substantive slide. On this basis, the most effective presentations are likely to have about Powerpoint 12 slides. (Certainly, it would be most unusual to have more than 20 slides!) If you feel that you need more than 12 slides, please consider putting the more detailed material at the end of your presentation for reference, if necessary, during question time.

### **2. Poster Sessions**

- Authors of accepted research-in-progress papers are required to bring poster-size presentations (in LARGE-TYPE format, with a maximum overall size of 36"x48" (91cm x 122cm) for display at their interactive session. A0 paper (841x1189mm or 33x47") stationery is our preferred size.
- Each poster presenter will be allocated space on a poster board.
- Please try to arrive at the meeting room of your poster session 15 minutes before the start of the session, and post your poster on the poster board designated to you.
- During your poster session, please be around the poster board designated to you in order to interact with participants who are interested in your study.

## Presentation Guidelines of PACIS 2010

First of all, we would like to welcome all of you to PACIS 2010, Taipei, Taiwan. Thank you for presenting your studies in the conference. To make sure that all sessions run smoothly, we provide the following brief guidelines for all authors to follow:

### 1. Oral Presentation Sessions

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Please try to arrive at the meeting room of your presentation session 10 minutes before the start of the session.

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Please upload your powerpoint file onto the computer for presentation and make sure that your file runs appropriately.

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Please introduce yourself to your session chair so that the session chair will know who is presenting the paper.

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Each oral presentation session is allocated 1 hour and 30 minutes for three or four paper presentations. Please make sure that you finish your presentation in 17 minutes and leave 5 minutes for questions. Please follow this rule even though your session only has three papers. Time management is VERY critical because people may switch between sessions for presentations that they are interested in.

### 2. Poster Sessions

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Each poster presentation will be allocated a poster board, with 1 meter (width)\*2 meters (height). This size could accommodate at least 15 A4- or letter-sized pages.

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Please try to arrive at the meeting room of your poster session 20 minutes before the start of the session.

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Please post your posters on the poster board designated to you.

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During your poster session, please be around the poster board designated to you in order to interact with participants who are interested in your study.

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After your poster session, please help remove your posters from the board so