

11th International Symposium on
Human Factors in Organisational Design and Management
ODAM 2014

46th Annual
Nordic Ergonomics & Human Factors Society Conference
NES 2014

17 - 20 August 2014 - Copenhagen - Denmark

Instructions for oral presentation

Time scheduled for your presentations

- Each session includes a maximum of six oral presentations. Each presentation is 15 minutes, including the conference chairs introduction of you and a few minutes for questions.
- Each session has a Session Chair, who will introduce each speaker to the audience. The Session Chair will give a reminder when you have three minutes left.

Conference language

- The presentation language is English.

Before the scheduled presentation

- All session rooms are equipped with a PC with Powerpoint and PDF presentation software. The file containing the presentation should be named with the session number followed by the surname of the presenter, e.g. A3_Jensen.
- Bring your presentation on a MS Windows readable USB stick to the session room and upload it on the computer in the session room, preferably in the morning of the day of your presentation or at latest 15 minutes before the session starts.

The presentation

- Use standard fonts (e.g., Calibri, Times Roman, Helvetica, Arial, New Times Roman). If an unusual font is used, it may not appear as intended.
- The wording should be large (not smaller than 20 pt).
- Try to keep the content of your slides and their appearance as simple and consistent as possible. Simple and effective graphics will enhance the presentation.
- The colors and background of the slides have a large impact. Use color schemes that have sufficient contrast between text and background.
- Each slide should contain only the main points that need to be conveyed. Avoid overcrowding of the slide with a lot of text.
- Where possible each slide should be restricted to one idea. A theme can always be expanded with further slides, building from the original.