Geo^{3}T^2 Conference Speaker Guidelines, PowerPoint Presentation, & Speaker Bio

PowerPoint Presentation

Speakers should use PowerPoint (Microsoft 2010 or later version) for presentations. Store your PowerPoint presentation materials on a USB flash drive or CD-ROM (this is your backup copy) and bring it to the conference meeting room directly.

Speakers should report to meeting room 30 minutes before the session starts to meet with other session presenters and coordinate your audiovisuals.

PowerPoint presentation materials will be converted to pdf files and posted on the conference website two weeks after the conference. If authors do not want their presentation materials to be posted on the conference website, please indicate that you DO NOT want your presentation to be posted when submitting your presentation materials.

PowerPoint Presentation & Speaker Bio Material Submission

PowerPoint presentation materials & speaker bio submission due date is Thursday, March 22, 2019.

Submit your electronic PowerPoint presentation materials & Speaker Bio (in WORD or pdf and indicate your session number: 1A-1, 1A-2 …) by one of the following approaches.
1. Store you presentation on a flash drive or a CD and mail to:
   North Carolina Department of Transportation
   Geotechnical Engineering Unit
   c/o Chris Chen
   1020 Birch Ridge Drive, Raleigh, North Carolina 27610
   Phone: 919-707-6850; Email: cchen@ncdot.gov
2. Send electronic PowerPoint presentation materials via email to geo3t2@ncdot.gov.
3. If the file size is too large for regular email message, then use the NCDOT File Transfer System (FTS) to transfer your presentation electronically. Send an e-mail to geo3t2@ncdot.gov to request access to FTS.

Suggestions on Designing of Your Visual Aids

- Use 24-point type for lettering done in ALL CAPITALS and 32-point for lettering in Capitals and Lowercase
- Use a sans serif typeface such as Helvetica, Arial, or Universal
- Keep Title to One Line
- Use 6 to 7 lines per slide (maximum)
- Test slides for legibility and contrast

Presentation Time Limit

Presentations will be limited to **25 minutes** (including speaker introduction and Q&A).
The allotted time includes:
- 20± minutes for presentation
- 3± minutes for Q & A
- 2 minutes for speaker introduction and transition

Rehearse before the presentation. Time your presentation to keep it within your allotted time! Help the presiding moderator, yourself and your audience by sticking to your allotted speaking time.