

SEAMS 2012 Speaker and Session Chair Guidelines

High-quality presentations are essential for the success of a SEAMS symposium. To help you plan your presentation for SEAMS 2012, we provided guidelines to help you prepare and deliver your presentation. Please read this note carefully and do not hesitate to contact us if you have any questions. SEAMS 2012 will be held at University of Zürich, Irchel; Auditorium: Y24-G-55. For a map of University of Zürich please refer to the following website: <http://www.plaene.unizh.ch/campus/>

- Speakers please find your session chair in the break before your presentation and provide him or her with a 3-4 line biography to introduce you—ideally typeset or neatly hand-written.
- Speakers and session chairs please upload your PowerPoint or Keynote presentation onto a common laptop to collect all the presentations for one session on one computer to minimize computer swamping during a session. Make sure that you have your presentation on a USB.
- Speakers and session chairs, the time allotted for paper presentations is 30 minutes for regular papers and 20 minutes for short papers. Reserve at least 5 minutes for Q&A. Special talks, such as keynotes, panels, reports are allotted different time slots. Session chairs will manage the talks in the session and keep speakers on track.
- Session chairs are identified in the program as session chairs and *discussion leaders*. Stimulating discussion is critical for the success of a SEAMS symposium. Prepare at least one question for each presenter to stimulate discussion.
- The SEAMS audience draws participants from a wide variety of areas, both from academia and industry. Make sure that your talk includes enough background material and motivation so that it can be understood by those who are not specialists in your area. It is a good idea to have one slide of your talk on motivation and one slide on related work to set the stage.
- Presentation slide hints: Use at least 24 point type for body text and at least 28 point for titles. Use PowerPoint or Keynote animation sparingly. It is rarely justified to use more than one click (keyboard, mouse, or clicker) per slide/page. Animating individual bullets (i.e., one click for each bullet on a slide) is inappropriate for a SEAMS 2012 presentation. Excessive animation results in talks where the animation is more important than the contents. Moreover, completely animated or timed PowerPoint presentations (i.e., "click-less" talks) rarely work for a SEAMS audience because a single question can mess up the entire talk.
- SEAMS presentations are usually uploaded to the SEAMS website after the symposium. This is optional but encouraged. We would greatly appreciate if you could submit your final presentation *after* your talk to Hausi Müller hausi@cs.uvic.ca for uploading.

If you have any questions, please do not hesitate to contact us.

We look forward to welcoming you at SEAMS 2012 in Zürich.

Hausi A. Müller
General Chair

Luciano Baresi
Program Chair