



Bath/ASME Symposium on Fluid Power and Motion Control 14-16 September 2022

Presenting Authors' Guidelines

Please keep within **15 minutes** for your presentation.

As always, presentations should be clear and well-structured including a title, introduction and conclusions, with suitably sized text. It is not necessary to cover everything from the paper in detail, as the members of the audience can access the paper online. This especially applies to mathematical derivations; try not to include too many equations!

Take the time beforehand to practice, preferably to some friends or colleagues, and check the timing.

Computer presentations should be used, using Powerpoint, pdf or similar. A Desktop PC will be provided, running Windows 10. The projector will be widescreen (16:9) format. We request that you bring your presentation on a **USB memory stick** or email it to D.N.Johnston@bath.ac.uk (max. email size 10 MB) so that it can be loaded onto the PC **before the session starts**. We would prefer that you don't use your own laptop for the presentation because this causes delays and problems in switching between computers. If you absolutely need to use your own, it must have a standard VGA or HDMI video connection and should be tested with the projector well in advance of the session.

A microphone and laser pointer will be provided. If you have any special requirements (e.g. computer audio) please let us know beforehand.

Presenters and their papers will be introduced by the Chair. Please ensure that you have uploaded a brief biography through <https://event.asme.org/FPMC>.

A timekeeper will indicate when 12 minutes have elapsed, and again when 15 minutes have elapsed. The Chair may ask the presenter to stop if this time is exceeded. Please aim to avoid this situation. We have a tight schedule and need to keep to time.

Questions are taken at the end of the session, not after each paper. All presenters for that session will be invited to the front to take questions.

There are some other useful tips at https://fpmc.secure-platform.com/a/page/author_resources/technical_presentation_tips.

We look forward to hearing and seeing your presentation!

