

Guidelines for Lecture Presentations at the 117th AES Convention

The Audio Engineering Society considers poster papers and lecture papers equal in all respects. The electronic manuscript requirements for both presentation formats are identical: submission of an acceptable convention-paper manuscript prior to the deadline is required. Papers including audiovisual demonstrations suitable for a large audience are best in the lecture format, as are papers devoted to cross-disciplinary and tutorial material. Highly detailed papers are best in poster sessions, which permit greater interaction between author and audience. Specific requirements for AES 117th lecture presentations are listed below.

General content recommendations

A lecture paper is primarily an oral presentation of the authors' material. Although a conventionpaper manuscript is required, lecture presenters should not simply read the manuscript: a separate oral presentation with suitable audiovisual aids and demonstrations is appropriate. Authors are encouraged to organize their lecture presentations according to a clear outline and logical progression. An example outline might include:

1. Introduction and motivation: why is this problem/solution important?
2. Objectives, goals, and significance
3. Assumptions, key terms, and important limitations
4. Background information (summary of prior work)
5. Experimental procedure
6. Results (illustrate with block diagrams and audiovisual demonstrations)
7. Conclusions, including suggestions for further work

Visual presentation aids

A good guideline is to allow at least 60 seconds for each projected slide, or perhaps 20 or fewer slides for the entire lecture. Although the author is undoubtedly familiar with the material, the audience will generally need time to follow and digest each point within the presentation. Authors are urged to minimize the amount of material displayed on each projected slide. Care must also be used in the choice of font styles, line colors, and background texture so that the audience can understand the information within a few seconds. This is essential if more than one curve is shown simultaneously on a single graph.

Presenters must always orally explain axis labels, curve legends, and similar relevant information for graphs and other figures. This is especially vital if the author needs the audience to understand the significance of a particular feature or experimental result. Authors should take advantage of the lecture format, and never assume that the audience will be able to grasp the fine details on their own without oral explanation.

Presentation schedule

Lecture papers are allocated 30 minutes. *The 30 minutes includes the time required for a brief introduction by the session chairman AND a concluding 5-minute question period.* Authors are strongly cautioned that presentations exceeding the allocated time period will be terminated by the session chair as a courtesy to the other lecture presenters and to audience members who need to depart for other convention activities. Many authors find it helpful to arrange a timed practice presentation for colleagues prior to coming to the convention to ensure that the entire lecture is understandable, complete, and comfortably paced within a 20-to-22-minute period. Presentations involving demonstrations should be prepared with some built-in contingency time to allow for unexpected setup difficulties.

Procedures for lecture sessions

Authors presenting lecture papers must meet with their session chair 30 minutes before the scheduled start of the session in the Authors' Room, which is equipped with a Windows PC, printer, and complimentary refreshments. The session chair will confirm the biographical information used to introduce the authors, verify that the audiovisual equipment is available as needed, and handle any last-minute procedural changes.

Authors who do not meet with the session chair prior to the session risk having their papers cancelled: authors who “walk on” in the paper session often cause needless stress, delays, and inconvenience for all participants.

Authors are requested to remain in the presentation room throughout the session to answer follow-up questions that may arise during or after other papers in the session.

As noted above, audiovisual aids and demonstrations are very desirable for lecture papers. All presenting authors should go to <http://www.aes.org/events/117/facilities/> to view the standard presentation equipment available to authors in lecture sessions. If needed, authors may use the form to request additional equipment, although not every request can be supported. Authors should contact the facilities chair directly with all special requests and questions about the facilities at the convention center. Any authors needing further assistance with the lecture presentation guidelines and procedures may contact Bill McQuaide or the 117th Convention papers cochairs.