

Guidance for Presenters at CIE Tutorials

Thank you for agreeing to be a presenter at the CIE expert tutorial on the measurement of temporal light modulation. This guidance document is intended to provide an overview of the expectations to the presenters as well as useful information for the preparation of your presentation.

All presenters will be given a free registration to the event and they will have access to all of the presentations at the event.

1. Timeline

The key dates are:

- 2022-05-06: Presenters receive this guidance document and other materials.
- 2022-05-18: Presenters are asked to provide a photo and short bio (2 sentences) to be published on the event website, along with a one-paragraph summary of the contents of their presentation.
- 2022-08-29: Presenters submit their ppt(x) slide decks, which include the embedded pre-recorded presentations, to CIE Central Bureau (CIE CB, ciecb@cie.co.at). These slides will be used to prepare a handout for distribution to the attendees at the event.

Presenters are also requested to prepare a one-slide summary of their presentation, which will be used within the Q&A session. This should also be sent to CIE CB.

Preparing these materials in advance also gives the International Scientific Committee (ISC) the opportunity to view the lecture materials and request changes where this is deemed essential.

- 2022-10-10: CIE Expert Tutorial on the Measurement of Temporal Light Modulation
- 2022-11-11: The pre-recorded presentations and handouts of the tutorial slides will be made available to registrants.

2. Preparation of presentations

Presentations are preferably prepared and recorded using Microsoft PowerPoint. Recent versions of PowerPoint enable Presenters to embed a recording of their presentation. The most recent versions of PowerPoint also have the ability to use a webcam to record video footage of the presenter as they are speaking, which adds an extra dimension of familiarity to the presentation.

If recording in PowerPoint is not possible, then please contact CIE CB to discuss an alternative such as a live Zoom recording.

[A guidance video](#) has been prepared to instruct the presenters how to prepare and record their presentation in PowerPoint.

Each tutorial presentation shall use the [CIE PowerPoint tutorial template](#) that has been prepared for CIE tutorials, thus securing a consistent, non-commercial nature, look and feel of the tutorial presentations. There is an animated CIE logo on the first slides. The following slide can be duplicated for subsequent slides.

Other guidance advice and requests:

- Please do not delete the first slide (with the animated CIE logo) or speak over it – start recording your presentation from the title slide (i.e. slide 2)
- Each presenter may put their organization's name and logo and their role in CIE on the title slide of the presentation. On subsequent slides there should only be the CIE logo, and commercial or product-specific advice must be avoided.
- Use a consistent font throughout. Calibri is used in the heading boxes on each slide. Please use this font or Arial in the core text of the slides. For quantity symbols Times New Roman should be used.
- As this is teaching material, the proper use and rendering of quantities and units and their symbols is very important. A good reference for this is Section 5 of the [SI brochure](#).
Likewise, proper and consistent use of terminology, especially in the case of terms defined in the International Lighting Vocabulary (ILV), is of utmost importance. The online version of the ILV, the [e-ILV](#), is a source for frequently used terms and their definitions in light and lighting.
- Use British English spelling throughout (note in particular the word “colour”), set the default language in PowerPoint to English (United Kingdom).
- If abbreviations are to be used, it would be good to define them in the slides and check that it is the correct abbreviation.
- Please keep the CIE logo on each slide and keep it at the top where it belongs. Do not re-arrange things so that the slide content fits the slide.
- Subtitles of your audio will be added to your slides. To aid in the readability of these it is advisable that the bottom portion of your slides is kept clear.

- Do not use copyrighted images/content from the internet. When searching online for images to include in your presentation, use free public domain sites like [Unsplash](https://unsplash.com). Please ensure that correct attribution is given to the images.
- Please do not advertise any products. This extends to software that is not endorsed or validated by the CIE. Software tools can be mentioned but it must be stated that it is not validated by the CIE. Of course, there may be cases where it is not possible to avoid naming a specific device, but it should be made clear that this is not a CIE-approved product/device.
- When saving your slide deck use the following naming format:
FirstName_LastName_CIE_Event (e.g. Jimi_Hendrix_CIE_S026_2021.pptx)

3. Advice for recording the video

Presenters are advised to follow the instructions in the [guidance video](#) when preparing their presentations. The webcam image will normally be in the bottom right, so this space should be left free on each slide.

Some tips for producing a good quality recording:

- Find a quiet area that can be closed off from noise sources such as other people, telephones, pets, etc.
- Ideally, try to arrange a space where you have a large open space behind you, as a larger depth will be more visually appealing than a shallow, cramped space. Try not to have anything behind you that may distract the viewer – either a clear space or a normal office environment like a bookshelf is best.
- The lighting should ideally be natural and diffuse so that there are no strong shadows on your face. The desk surface in front of you should be light-coloured so that it reflects light up onto your face. Try to avoid having glaring sources in front of you that may make you squint or make it harder to read your monitor. Also try to avoid having bright sources in the field of view of the camera behind you.
- Practice recording a few times to get the distance from the microphone and your voice level right. Ideally you would be speaking in a normal talking voice – speaking loudly may make your voice sound strained and this could detract from the presentation.
- Speak slowly and clearly and pause between sentences. Many of the participants may not have English as a first language. In addition this will aid in the preparation of the subtitles for the presentation.
- Try to be relaxed and natural in your demeanour, but sit up straight and use attentive body language. Practicing recording some slides a few times will help with this.
- Try to look at the camera as much as possible, just as you would look at the audience when making a live presentation.



4. Submitting the presentation

When the video is recorded, please send the PowerPoint presentation file with your embedded recording to CIE CB. The presentation will then be reviewed, and in the case corrections are needed, you may be requested to re-record one or more slides.

5. Subtitling of your presentation

CIE CB will prepare English subtitles for your presentation, this being helpful for those who speak English as a second language and for those with hearing impairment. You will be contacted if there are problems with the subtitles that cannot be easily resolved by CIE CB.

6. Contacts

For questions please contact:

- ISC Chair, CIE D2 Director Tony Bergen
- CIE Central Bureau (Shahidul Islam or Kathryn Nield) (ciecb@cie.co.at)