

# ARW2017 Guidelines for Oral Contributions

## For Speakers and Session Chairs

*Guidelines, Version 1.2*

The Workshop on Accelerator Reliability (ARW) is a workshop where presentations on topics associated with accelerator reliability issues inform participants and lead to discussions that allow further exchange of ideas as well as opportunities to build a strong community. The primary objective of workshop presentations is to effectively present ideas about accelerator reliability that will be informative and useful to the audience. The presentation should adequately illustrate the topic. Many ARW presenters are new to the experience of making presentations and should try to utilize the following ideas. The following guidelines are intended to facilitate effective slide presentations.

### Presentation

- **Computer:** *only workshop computer will be used*
- **Format:** Microsoft PowerPoint or PDF
- **Slide size:** prefer size 16/10 or 16/9 in order that your talk occupies the whole screen. See below:
  - Microsoft help topic: <https://support.office.com/en-us/article/Can-I-change-the-size-of-my-slides-a63a3053-2ed0-4115-bdb2-b80df63a74b9>
  - Video: <https://www.youtube.com/watch?v=KAvmvhU0ti4>
- The duration of the talk is **typically 20 min + 10 min of questions** (if 3 talks a session, otherwise shorter, get in touch with the session chair).
- **Number of Slides:** A common rule is to have **one slide per minute** of your talk. Working to edit your slides to meet this goal, you will remove unneeded words and establish a more focused presentation.
- A timer will be displaying the time allowed for your talk, with a warning 5 then 1 min before the end.
- According to the specific configuration of the conference room of ARW2017 (Hotel Le Louis, Versailles Château) with screens with **small dimensions**, the oral speaker will pay attention to have clear slides (not overloaded graphics, a maximum of 7 lines by slides)

### Submission

- The presentation shall be either **submitted** to the Chairman of the session or uploaded on the INDICO ARW site **at least 1 week before** the session. In order to have a first review and discussions, and for optimization and general consistency of the session.

## Contents of the talk

- The first part of the talk (average of 5 minutes) should present (when appropriate) **the facility represented** (including main features of the accelerator, the final goals and users, the staff and group considered...). Speakers will pay attention to avoid too much **redundancy** with speakers from the same facility speaking before during the conference ARW2017.
- The core part of the presentation should be in accordance with the session and the general topics of ARW, including **some basics** expected (ex: what is the definition of reliability used, organization for reliability, ...) but also the **originality** of the works or experienced reported.
- The conclusion part of the talk should include a **summary** of main data and idea reported, with perspectives, but shall also **open the discussion** with the attendees of the questions session (remaining questions or problems sharing, controversy opinion on a key subject...).

**Hopefully these guidelines will help you make an effective slide presentation that will inform and will stimulate lively discussions about the workshop topics.**

## Appendix I

### Language Guidelines

The Workshop on Accelerator Reliability (ARW) is an international workshop with participants from North America, Europe, Asia and Africa. The official language of the workshop is English. Especially if the workshop is held outside North America, a big part of the audience does not speak English as a first language. Therefore, speakers are kindly asked to stick to the following language code. This would not only help the audience to better understand the presentations, but would also make it easier for many people to participate in discussions, which are a vital part of the workshop.

Therefore, all participants are kindly asked to:

- **Speak slowly.** Otherwise part of the audience will have so much trouble concentrating on the language that they might miss the topic.
- **Avoid local dialects.** Although many people are proud of their regional provenance, the use of local dialects should be restricted to the social part of the workshop.
- **Explain all abbreviations.** Abbreviations like “ES&H”, “ALARA” or “LOTO” are well understood in North America, but a puzzle for many participants from elsewhere. In some cases (SLAC, RHIC, ...) the abbreviations are better known than the real names of the laboratories or machines, but this needs careful judgment.
- **Avoid laboratory slang.** Phrases like “rookie book”, “swing shift” or “End Station A” are well known in some places, but need some explanation for other people.

**These guidelines are not meant to discourage those who do not speak perfect English, but to motivate native English speakers to use their language as transparent as possible.**

**Hopefully these guidelines will help to improve the communication between all participants in the workshop and increase the number of active participants in the discussions during the workshop.**