

# The Institution of Engineers and Shipbuilders in Scotland

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Established 1857

## Guidance Information for Speakers (Updated April 2006)

### 1. Introduction

The Institution of Engineers and Shipbuilders in Scotland is a multi-disciplinary engineering Institution representing a variety of members involved with shipbuilding, civil engineering, mechanical engineering etc. As a consequence, papers presented at the Institution's meetings cover a wide variety of topics. The audience consists of engineers from various disciplines, industries and positions as well as visitors who are freely welcome.

Papers presented at these meetings will be included in the Institution's annual Transactions, which are issued to all members, and a variety of learned institutions.

This document sets out standard guidance for speakers presenting papers at the Institution meetings.

### 2. Venue

Unless otherwise advised, meetings are held in:

Lecture Room, 2nd floor  
Clydeport Building  
16, Robertson Street  
Glasgow G2 8DS

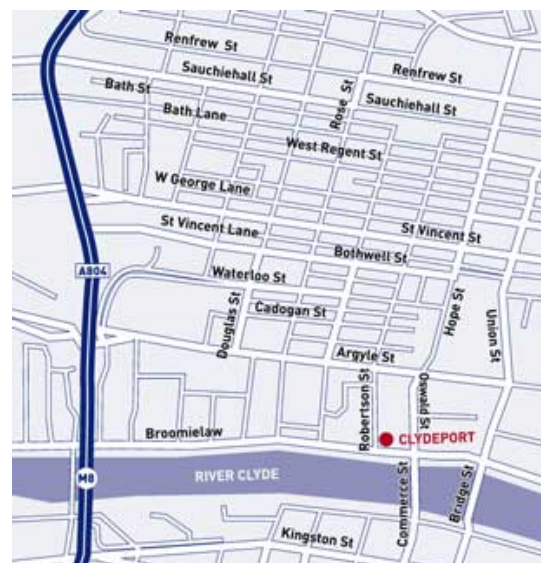
Speakers should aim to arrive at 5.45pm and report to the Institution Offices on the 1<sup>st</sup> Floor. They will then be taken to the 2<sup>nd</sup> floor to set up their presentation equipment.

Light refreshments are available to attendees from 6.00pm onwards. Meetings start at 6.15pm beginning with Institution affairs lasting 5 to 10 minutes after which the speaker will be introduced. Presentations are typically about 45 minutes long followed by a discussion afterwards. The meeting will normally be brought to a close around 7.45pm.

The audience's questions will be recorded and forwarded to the speakers for a more considered reply.



Lecture Room



Location of Clydeport Building, Glasgow

### 3. Communications

Speakers should provide to the Institution their daytime telephone number and e-mail address.

The preferred format of submission of electronic data is:

Photograph (Jpeg or Tiff)  
Synopsis, Biography (E-mail text or MS Word)  
Paper (MS Word)

Where a file is too large for emailing, it should be submitted on CD-ROM, the format of which should be set for reading on most CD drives.

### 4. Publicity

The institution advertises forthcoming meetings by issuing a Billet to all members and an A4 poster to selected companies for display on their notice boards. The institution requires the speaker to provide the following information to publicise the event at least 4 weeks before the meeting:

Photograph of the Speaker  
Synopsis of the Paper (maximum 150 words)  
Biography of the Speaker (maximum 100 words) I.e. position, employer/organisation, relevant experience

### 5. Written Paper

This should be submitted two weeks ahead of the meeting to enable copies to be prepared for issue to the audience prior to the start of the Meeting.

As the written paper will be used for the Institution's Annual Transactions, a minimum standard of presentation is required and is set out in the appendix:

Papers should be provided in MS Word Format, not in pdf format.

Paper should consist of the following:

- Title
- Summary (*not more than 150 words*)
- Introduction
- Figures/Photographs (*should be on JPEG, GIF, Bitmap or TIFF format - If using MS Word - and inserted in the text*)
- Conclusions
- Acknowledgements
- References
- Author (*Brief biography of author, position, company, experience*)
- Appendices

If presenting the document in MS Word format, section numbering must be manual rather than using MS Word's automated feature.

Papers should not normally exceed 6000 words.

## 6. Liability

Authors are responsible for obtaining security clearance as required. They may add a disclaimer, if they wish, stating that the opinions expressed are solely those of the author.

In submitting papers for publication in the transactions, authors implicitly assign copyright to the Institution of Engineers and Shipbuilders in Scotland if published. Where copyright is held elsewhere, authors must present evidence of approval to re-publish. In submitting papers for publication, authors must state if the paper has been published before and where or whether some other publisher is considering it for publication.

## 7. AV Requirements

The Institution has available a number of audio visual facilities to assist speakers with their presentation, namely:

- Data projector (for use with PC, resolution 1024 x 768)
- Overhead Projector
- 35mm slide projector

Speakers should advise in advance what facilities they wish the Institution to provide so that it can be set up and checked in advance.

## 8. Preparing Your Presentation

As the audience represents a variety of engineering backgrounds the speaker should be able to put across ideas etc. in a manner that can be understood by various disciplines. The speaker must therefore strike a balance between the narrative and the technical and be prepared to explain areas that are specific to a particular engineering discipline. The aim is for all engineers to enjoy and understand the subject. Most of the audience will be qualified in mathematics to at least HNC level. Acronyms should be avoided wherever possible and when used must be explained.

The standard and preferred format for presentations is Microsoft Powerpoint.

Speakers are advised to plan the structure of their presentation. The following structure works well:

Beginning – Introduction – tell them what you will tell them  
Middle – Content – tell them  
End – Summary/Conclusion – tell them what you told them

- Conclusions should draw out the main points and findings of the paper and broad conclusions.
- Do not read your paper verbatim but present and expand upon the key points and issues.
- Avoid using too many slides/visual aids. Explain complicated slides.
- Keep power point presentations simple and strictly linear for example arrange your slides so that the only control you will need is 'Next Slide' - avoid the use of index slides, which require the use of a mouse during presentation.
- Rehearse your presentation to ensure a professional delivery within the allotted time.
- Remember to speak slowly and distinctly so that your voice will carry to all points of the auditorium.
- But above all, BE CONFIDENT AND ENJOY YOUR PRESENTATION!