ASME 2018 TURBO EXPO
Turbomachinery Technical Conference & Exposition
Presented by the ASME International Gas Turbine Institute

CONFERENCE | **EXHIBITION**
June 11–15 | June 12–14

**Norway Trade Fairs
Oslo, Norway**

ASME IGTI TURBO EXPO TUTORIALS OF BASICS GUIDELINES

Purpose

A Tutorial of Basics should cover a basic topic within the coverage area of a committee. Goal is to present an 'Introduction to......' type tutorial, allowing a typical Turbo Expo attendee to understand the basics in that particular area. They don't necessarily have to cover the width of the area the committee covers. The Tutorial shall be free of commercialism. Commercial presentations can on the other hand be given in the exhibition hall of the Turbo Expo on the exhibition stage. Requests for commercial presentations in the exhibition hall shall be directed to Laura Herrera at herreral@asme.org.

Audience

General attendees of the ASME Turbo Expo.

Submission of Abstracts

For each proposed Tutorial of Basics, an abstract shall be submitted via the Turbo Expo web tool. The abstract shall contain the following:

- Title of the tutorial
- Description of the subject being covered
- Motivation for giving the tutorial
- List of speakers
- Key learning objectives
- Preferred session slot (1.5h, 2h, 3h)
- Expected size of audience

Review and Selection

The Committee Chairs review the tutorial abstracts, give comments to the tutorial initiators and select suitable tutorials that have been submitted according to this guideline. The Committee Chairs are supported by Tutorial Coordinators that are designated by the Turbo Expo Conference Chair. The role of the Tutorial Coordinators is to ensure a well-balanced overall tutorial program and a throughout a high quality of the tutorials.

Submission of Tutorial Document

After acceptance of the Tutorial Abstracts, the Tutorial Document (presentation slides) shall be submitted via the Turbo Expo web tool by the indicated submission deadline. When preparing the Tutorial Documents, please refer to the Quality guidelines included below. The purpose of submitting the Tutorial Documents is to have them quality checked by the Committee Chairs and the Tutorial Coordinators. The Tutorial Documents are not made available to the Turbo Expo attendees.

Quality

Unlike the typical paper presentation at Turbo Expo, it is important to prepare the topic such that an engineer with a general background can follow the presentation. This may require building the presentation on general principles.

The presentation shall be structured around the why, what and how of the chosen topic. Concepts and expressions that are specific to a given specialty shall be avoided unless they are properly explained.

The presentation must be free of commercialism.

The key learning objectives shall be clearly specified. These shall be included in the Tutorial abstract such that attendees can plan the attendance of tutorials accordingly.

The material presented does not have to meet the originality standards set forth by IGTI for Turbo Expo papers. It rather summarizes and uses existing knowledge to clarify a topic to other engineers who are not experts in the field.

At the end of the tutorial, the key points shall be summarized and a few self-assessment questions shall be included.

Recommendations for the preparation of slides

Slide legibility is critical to a successful presentation.

The minimum size of lettering should be 21 point type when all capital letters are used and 32 point type when a mixture of capitals and lower case letters are used. Using smaller fonts creates significant risk that the text will not be readable. Note - Some slides will be exempt from the minimum letter height criteria expressed above. Slides which fall into this category are those which are intended to show an area or a concept.

The readability of the slides is increased by using appropriate contrast, i.e. light letters on a dark background or dark letters on white background. Light letters on a light background on the other hand does not provide good readability.

The fonts used for slides should be fonts with no serifs. Examples of these are Arial, Helvetica, and Universal.

Graphs should be made as large as possible on the slides. Axes, data labels, legends, etc. must be made large enough to read if the audience is required to see these. Gridlines should be light or removed. If the data source does not provide good slide readability, it is recommended to transfer the data to Excel or similar and to edit for proper readability.

Short summary texts should be provided on slides. Slides with limited text and images are the easiest to read and this keeps the audience's attention on the speaker rather than on reading the slides.

Remember, you are guiding the audience through the presentation; the audience is not there to read your slides.

Slides look different on projectors than on your computer. Test run your presentation on an LCD projector at your work. Stand 20 to 30 meters away and confirm that you can read your slides text and that the colors work well.

All numeric values should be expressed in SI units.

Don't:
- Use font size too small.
- Write full sentences on the slides. This practice makes the slides hard to read and promotes the use of smaller, unreadable text. It also causes the audience to "read" the slide and not listen to the speaker. The slides are a guideline to the audience but their main attention should be on the speaker.
- Present graphs as-is from Excel or other sources. Font, data labels, titles, legends, and other components of graphs from Excel or similar are typically too small for presentations. The font size must be increased to be readable at the conference.
- Cram too much information on one slide. Slides with a graphs, images, and lots of text are busy and distracting. Slides are overviews and should not require the audience to "study them". Split information to additional slides to avoid too much information on a single slide.