



GUIDELINES FOR PRESENTERS

Section 1. GUIDELINES FOR ORAL (POWERPOINT) PRESENTATIONS

Section 2. GUIDELINES FOR POSTER PRESENTATIONS

GUIDELINES FOR ORAL (POWERPOINT) PRESENTATIONS

1. Formats and file naming

Formats NOT allowed: VHS, DVD, slides and overhead projection will not be permitted and equipment for these will not be provided.

Presenters will not be allowed to use their own computers because of the time it takes to switch between computers during the session and the potential for crashing the onsite system.

Presenters will not be allowed to put their stick or CD directly into the session room computer because of the potential for crashing the onsite system.

YOU MUST PRESENT YOUR TALK ONLY WITH POWERPOINT COMPUTER PROJECTION FORMATTED FOR PC.

- **If you use a Mac system**, you must save ALL portions of the PowerPoint to PC format. Photos must NOT be saved in QuickTime format. Photos should be saved to PC format through Photoshop or similar format. All portions of your Mac PowerPoint presentation must be saved in PC format so that the onsite PC computers will be able to open your files.

- You may not switch from PowerPoint to “QuickTime” or other video players. However, a video may be EMBEDDED in your PowerPoint presentation.

SAVE YOUR POWERPOINT PRESENTATION ON A STORAGE DEVICE THAT YOU CAN HAND IN AND LEAVE WITH OUR STAFF (ie: CD or memory stick). **Do not have ANY other files on it, because the preparation staff will need to keep the storage device until after your presentation.** It is highly advised to save a backup copy on a separate device.

- **LABEL YOUR STORAGE DEVICE** AS FOLLOWS: (1) your name, (2) your session name, (3) the date, (4) the time of your talk, (5) your hotel, (6) phone number (so we can contact you if there is a problem with your file).

EXAMPLE: “J. Smith, Microbial Genomics, Sep 4, 14:00, Marriott, 302 5553838”.

- **NAME THE FILE ON THE STORAGE DEVICE** AS FOLLOWS: (1) your name, (2) your session name, (3) the date, (4) the time of your talk. In this way, the preparation staff can easily identify the file. If you are presenting more than one talk, name EACH file on the storage device accordingly.

EXAMPLE: “JSmith - MicrobialGenomics - Sep 4 - 14:00”

- **YOU MUST HAND IN YOUR POWERPOINT PRESENTATION TO THE SPEAKER PREPARATION ROOM 24 HOURS IN ADVANCE OF YOUR PRESENTATION TIME.** This preparation time is very important so that the program can proceed smoothly. You may not take your CD or memory stick directly to your session room. If you arrive less than 24 hours in advance, please take your memory device to the Speaker Preparation Room as early as possible - do not delay!
- THE STORAGE DEVICE MUST BE READY TO LEAVE WITH THE PREPARATION STAFF. You cannot edit or download your PowerPoint file in the Speaker Preparation Room. Computers will not be provided for editing presentations.
- You must pick up your memory device before the last break of the conference. When the congress is finished, all remaining devices will be destroyed. **CONFERENCE MANAGEMENT CANNOT BE HELD RESPONSIBLE FOR THEFT OF, LOSS OF, OR UNCLAIMED STORAGE DEVICES.**

2. Preparing your presentation

- As a general guide the following font sizes for talks are recommended:
 - Title of slide: use minimum 32 point (36 or 40 better).
 - Words on slide: use minimum 20 point.
 - Try not to include more than 8-10 lines of text on a slide and no more than 8-10 words on each line.
 - Avoid complicated tables or figures. Use photos to illustrate.

- Include: a title slide listing the title, author(s) name(s) and affiliations and a slide listing the plan of your talk (not more than 4-6 lines).
- Always consider your audience – what does the audience want from your talk and what are the one or two “take-home” messages you want them to leave with.
- Set your objectives – what key ideas do you want to get across?
- Gather data, ideas and material – what is the content of your talk?
- Arrange the data in a sequence that is clear, commands attention and is persuasive – what is the structure of your talk?
- *Prepare very well your introduction and your conclusion* to help you give a confident start and professional exit.
- Reinforce your “take-home” message(s) in the conclusion.
- Prepare visuals to add impact to your presentation – diagrams and pictures are better than words. However, try not to have too many visual aids as this detracts from their impact. Plan to turn visuals off from time to time and return the attention of the audience to you.
- When using graphics, use *.jpg format for pictures and *.gif format for line art. This will significantly reduce the size of the files.
- Speakers must ensure that audio-visual material is of the highest standard. When projected on the screen, the subject matter must be legible from an 18m distance.
- Read through the talk you have prepared and rehearse the full presentation – use variation in voice and gesture, and be aware of body language.

3. Your presentation – on the day

- It creates problems for the conference to have empty slots in the program if presenters do not show up. If you are not able to be at your scheduled presentation time, you must find a substitute to present the abstract or notify the conference office well in advance by email or fax.
- On arrival, please check in at the registration desk and you will be directed to the speakers’ preparation room or, if you are presenting a poster, to the poster area.
- *Please meet your session chair/moderator in your session room during the break immediately before your session (e.g. morning/afternoon tea or lunch) at least 15 minutes before commencement time.* At this time you should check that the room is set up appropriately for your presentation and any special requirements have been met.

- *Each speaker will have 20 minutes* for the presentation – recommended speaking time is 15 minutes for presentation and 5 minutes for questions at the end of the presentation.
- Your PowerPoint presentation will be loaded on the laptop on top of the podium in a separate folder. *You are responsible for opening your file and for advancing your own PowerPoint slides* by using the keyboard on the laptop.
- A laser pointer will be on the lectern. Laser pointers should be used sparingly and **not** waved around the room. Please leave the laser pointer on the lectern when you finish.
- All speakers are to wear lapel microphones. Please attach the lapel microphone and ensure it is turned on before commencing your presentation.
- *It is essential to adhere to your time allocation*. Your session moderator will operate a timing mechanism to remind you that your presentation should conclude.
- Print out “Notes” pages to assist in your presentation but try to avoid simply reading these if possible. Also, try to avoid reading what is on the slides as this can often bore an audience.
- When presenting, use the laptop to visualise your slides. Don’t read from the screen and turn your back on your audience!
- Check out the venue to make sure you know where you want to stand, where the audience will be sitting and how everything works!

GUIDELINES FOR POSTER PRESENTATIONS

POSTER SIZE: 134 cm high x 96 cm metre wide – in portrait format. The poster must fit WITHIN these measurements (ie this is a MAXIMUM size).

Please *check in with the Poster Desk* upon arrival. You will be told what your board number assignment is and what session your poster has been linked with.

Hang your poster only on the board that has been assigned to you. Poster boards will be numbered so they can be found easily. Do not move numbers to suit yourself. (Please ask for assistance if you need any help to hang your poster).

Bring your own velcro tape to attach your poster to the boards.

COMPONENTS OF THE POSTER:

Posters should include a title, names of authors and their addresses, abstract, introduction materials and methods, results, discussion (or a combined results and discussion), conclusion, acknowledgments (if any), references, tables, and figures.

Title: The title should accurately reflect the contents of the poster. Brief, concise titles are encouraged. The name(s) of the author(s) and their address(es) should be included below the title. The name of the presenter should be placed first.

Abstract: The abstract should be a concise highlight of the results and conclusions. Methodology should not be abstracted unless it is necessary to explain the results or unless the paper describes a new technique. Abstracts should be brief (<200 words).

Introduction: The introduction should explain why the research was conducted and why it is important. The introduction should condense the relevant information in the field that led the author to do the research. The introduction is not a complete literature review, and only the most relevant references should be cited. The introduction should also contain a statement that describes the purpose or objective of the research.

Materials and Methods: The underlying goal of this section is to briefly describe what was done so that others can repeat the experiment. Experimental designs can be explained by use of figures if they will help clarify what was done. If the experiment was a complicated one with many sub-parts, subsections may be used to describe each sub-part.

Results: This section describes the data. Proper use of tables and figures can enhance and help explain the results. Statistical analysis of data is necessary, unless differences are so obvious that statistical analysis is superfluous. Although probability values of 0.05 and 0.01 are traditionally used, each author is free to choose his own level of significance.

Discussion: This section should interpret the results and compare the results from this experiment to those found in similar research. The section can also be used to speculate about the results, to provide reasons for the trends, and to suggest new ideas that can advance our understanding about aquaculture.

Conclusion: This section should be used to briefly offer a synopsis of the conclusions of the research data. Concisely state the main conclusion. Leave the reader no doubts about the “take-home” message.

Acknowledgments: This section should be used to thank organizations which supported the research monetarily and individuals who assisted in the research or preparation of the paper (OPTIONAL).

References: Select references with great care. Unless the paper is a review, there is no need to reference every paper written about a subject. Use only the most important ones. (OPTIONAL).

GUIDELINES FOR PREPARING A BETTER POSTER:

- ⇒ Careful design is needed. The poster is a visual display. Begin by preparing a scale model layout as an outline for the poster. This allows you to determine the number and size of figures, tables, heading, and length of text before making any final products.
- ⇒ The organization and flow of the poster needs to be very clear. Visually subordinate those things that are less important and draw attention to those of greater importance. Make clear sequence in which the poster is to be viewed.
- ⇒ Keep explanatory text close to the figure it is explaining.
- ⇒ Group related information together, and make the groupings clear. A visually clear presentation will have a substantial amount of blank space. If elements are crammed too tightly, the poster will appear chaotic and hard to follow.
- ⇒ Show as well as tell the story. Tables and figures should be a main component of a successful poster. A 1:1 ratio of text and graphics appears to be an acceptable value for presenting an effective, visually appealing poster. Do not use extensive text.
- ⇒ Make the poster accessible to browsers. Use a simple font, such as Helvetica. A mix of capital and lower case letters is easier to read than all capitals. The title should be legible from 15 feet away. It should be assertive, clear, and catch the eye of the viewer. You may wish to shorten names and affiliations when they are too wordy. This information may be in slightly smaller type than the title. Main headings carry the essential content and should provide a complete take-home message and be visible at 8 feet. Supporting text follows the main headings and should be visible at 5 feet. **Be sure your contact information is placed on your poster.**