

GUIDELINES FOR PRESENTERS

Section 1. GUIDELINES FOR ORAL PRESENTATIONS (POWERPOINT)

Section 2. GUIDELINES FOR POSTER PRESENTATIONS

Section 1. GUIDELINES FOR ORAL PRESENTATIONS

1. Formats and file naming

Formats allowed: only ppt format (POWERPOINT)

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.

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 (USB storage device).

Do not have ANY other files on it. It is highly advised to save a backup copy on a separate device. You cannot edit or download your PowerPoint file on site.

LABEL YOUR STORAGE DEVICE AND FILE AS FOLLOWS: (1) your name, (2) your session name and (3) the date

EXAMPLE: "GCourtois_Ecosystem conservation in aquaculture_January 26

CONFERENCE MANAGEMENT CANNOT BE HELD RESPONSIBLE FOR THEFT OR LOSS OF STORAGE DEVICES.

You must pick up your memory device before the last Break of the conference. When the congress is finished, all remaining unclaimed devices will be destroyed.

2. Preparing your presentation

As a general guide, the following font sizes for presentations is recommended:

- Title of slide use minimum 32 point (36 or 40 better)
- Words on slide use minimum 18 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.

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 present, you must find a substitute to present the abstract or notify the conference office well in advance by email or fax.

Each speaker will have 15 minutes for the presentation – recommended speaking time is 10 minutes for presentation and 5 minutes for questions at the end of the presentation. Your session moderator will be responsible to remind you that your presentation should conclude.

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 a remote control that will be on the Lectern. Please leave the remote control on the lectern when you finish.

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 so that your presentation looks more dynamic and interesting to the audience.

Section 2. GUIDELINES FOR POSTER PRESENTATIONS

POSTER SIZE: 1 meter high x 0.8 meter wide – square format. The poster must fit WITHIN these measurements.

Please [hand in your poster to staff members](#) upon arrival.

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 help clarify what was done.

Results & Discussion: This section describes the data. Statistical analysis of data is necessary, unless differences are so obvious that statistical analysis is superfluous. 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 the scope of the subject.

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

Acknowledgments: This section should be used to thank organizations that granted the research 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**).