

Instructions to Presenters

2018 Joint EAZWV/AAZV/Leibniz-IZW conference

GUIDELINES FOR PRESENTERS

General Information on Conference Presentations

Speakers are required to submit a copy of their presentation using Power Point software in a PC or MAC-compatible format on a jump drive at the time of registration. **Speakers will NOT be given registration packets until presentations are submitted.** Submissions will be collected prior to the start of the conference in order to allow adequate time to load all presentations onto the conference computer and ensure that they are running satisfactorily. Any questions should be addressed to the session chairperson.

Instructions to Presenters

1. Jump drives have to be submitted to the Conference Program Coordinator **at time of conference registration**. All presenters are asked to hand in their jump drive at the registration desk upon their arrival.
2. Presentations should be submitted as jump drive using **Power Point** software in a PC or MAC-compatible format. A PC-compatible format is preferred.
3. Jump drives should be labeled with the presenter's name, title, and session.
4. Jump drives will generally be returned at the break after the session is completed. Otherwise, presenters can pick up their jump drives at the registration desk after giving their presentation.
5. Video clips should be embedded into the Power Point presentation and kept to a minimum size, if used at all. The video clip should also be saved in the same folder as the presentation. Session and conference chairpersons should be notified in advance that a presentation contains video, so they can check to ensure that the conference computer will support this.
6. Additional helpful tips:
 - Minimize the use of distracting animation or sounds in presentations.
 - Avoid using red lettering for text; this is often difficult to read in the back of the room.
 - Dark background colors for slides are often preferable to white or very light colors.
 - Avoid excessive amounts of text or small font on slides.
 - Slide size: A standard **4:3 slide size** is best for projection and to avoid cutting off words. (Design>Page Setup>4:3)
 - Your presentation will be projected in Presenter View which will allow you to see your notes.

TIPS ON PREPARING A TALK FOR THE CONFERENCE

Ed Ramsay, DVM, Dipl. ACZM and the EAZWV/AAZV/Leibniz-IZW Scientific Program Committee

Many things go into preparing an effective presentation to a group of colleagues. While we've all heard many talks, and most of us could identify some talks that could be improved, it is remarkable how the same mistakes get made time and again. This paper is intended to assist you in preparing and delivering a brief presentation at the 2018 Joint EAZWV/AAZV/Leibniz-IZW conference.

The Basics

These presentations are typically only 8 – 12 minutes in length- that's not much time! Using the analogy of a written paper, these are brief communications, not full or review articles. You cannot convey all the information you have or know about a subject in one of these presentations. As a result, the most difficult task for most speakers is deciding what not to include.

Some ideas on the basic format and content:

1. **Do** remember that good speakers/teachers always: 1) Tell the audience what they are going to tell them; 2) Tell it to them; and 3) then repeat what you have just told them. Most listeners will only take away one point from any presentation- your job is to identify the point you want them to remember and convey it effectively.
2. **Don't** adhere strictly to an Introduction, Materials and Methods, etc., format. A narrative or story engages the listener much better.
3. **Do** explain why you did the study you are presenting, or why you think this presentation is important. Briefly, give the audience your 'justification' for the talk.
4. **Don't** spend time explaining things the audience probably knows. Don't spend precious minutes of your presentation reviewing basic information about the species, the pathogen, or the disease. The audience is almost entirely zoo veterinarians or veterinary students, assume they have heard of tigers and their endangered status, *Mycobacterium tuberculosis*, and Johne's disease, etc., already.
5. **Don't** go into laborious detail on methodologies. Most of the audiences are clinicians and they assume you, or whoever performed the analyses, knew what they were doing. When it comes to descriptions of molecular techniques or statistical analyses, kept them short.
6. **Do** be prepared to answer questions about all aspects, including analytical details and statistics, during the Questions period at the end of the session.
7. **Don't** list your references at the end of your presentation. Most people can't read them either because of the font (see below) or amount of time they are projected.
8. **Do** practice your talk both for content and length

The PowerPoint™ Program

Everyone has seen PowerPoint™ presentation mistakes. Try to remember those things you've seen 'done wrong' and try not to repeat them.

Some PowerPoint™ basics:

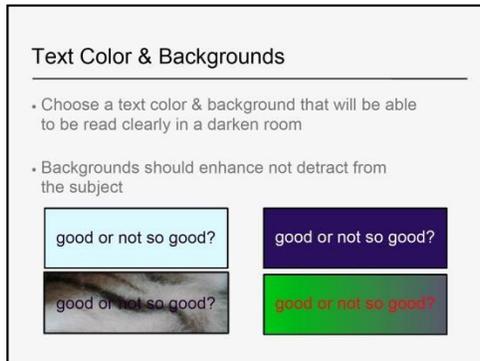
1. **Keep the number of slides to 2-4 slides/minute presentation**
 - a. If you have 50 slides for an 8 minute talk, you are trying to say too much.
 - b. If you are projecting more than 3 slides/minute, you are probably not giving your audience enough time to absorb the material on the slide, or you are using the slide inefficiently
 - c. Have your slides proof read.
2. **Keep your fonts large**
 - a. Try to limit the words to 15- 20 words per slide
 - b. Use 30p fonts or larger
 - c. Use bullet points to highlight key words and concepts
 - d. Avoid text, i.e., don't write out full sentences
3. **Keep your images and figures large**
 - a. Allow them to fill the entire slide, where appropriate
 - i. Don't just limit them to the area indicated by the template
 - ii. Crop out unnecessary parts of each image
 - b. Do give credit for photos and figures
 - c. Don't project an unclear image
 - i. **If you have to apologize for the image, DON'T PROJECT IT**
 - d. Don't project tables
 - e. Avoid tiny thumbnails in the corner of a slide- often people in the back of the room have no idea what they are
 - f. Figures should be placed looking toward the copy
 - g. Use arrows to help the audience orient to the figure



4. **Use multiple simple slides**, rather than one complex one, for a lengthy subject.
5. **Don't** use slides devoted to one word, such as "Introduction," "Results," or "Questions."

6. **Avoid embedding videos unless absolutely necessary**

- a. Realize your video may not transfer properly from your computer to the projector computer at the meeting
- b. If you need a video clip, pre-test it on the equipment, before the talk



7. **PowerPoint™ Options**

- a. Find a good, simple template and use it
- b. Dark background are typically most effective
- c. **Avoid using RED LETTERING**
- d. Do not combine RED and GREEN lettering/backgrounds – colorblind members of the audience will miss out!

At the podium

Some suggestions:

1. **Test** the microphone and pointer before your session. If you tend to walk around during the talk, use a lapel microphone. Your session chairs will be responsible for placing the microphone on you before your talk.
2. **Don't** rush and remember to breathe. If you have an appropriate amount of material and practiced your presentation, you don't need to hurry and your presentation will be clearer.
3. **Do** vary your voice intensity, to emphasize important points.
4. **Don't** read a lengthy list of authors' names. If the names are projected on a title slide, let the audience read them. If you need to point out one or two important contributors, that's OK.
5. **Don't** read an extensive list of acknowledgements. One or two non-authors and the funding agency are plenty to acknowledge.
6. **Use** the mouse arrow on the PowerPoint™ program as a pointer rather than a hand-held laser pointer. Your presentation will likely be projected onto two separate screens for the audience which makes a hand-held laser pointer ineffective for the whole audience.
7. **Save time for questions.** Questions will be asked at the end of each talk. It is your responsibility to save 2-3 minutes at the end of your presentation for audience questions. **The session chairs will hold up signs indicating 2 minutes and 1 minute remaining in your presentation. When the sign "END" is held up, you must exit the podium.**

The above are suggestions, not laws. Each person has a different style and each presentation a different purpose, so adapt these ideas as needed.