



## Format Guide: ORAL PRESENTATION

### Oral Presentation Format

Each speaker has **10 minutes** for their presentation. With approximately **8 minutes** given for the presentation followed by **2 minutes** for questions and answers.

### Meeting Room Standard Equipment

Each meeting room is equipped with the following:

- One data/video projector
- One computer
- One wired lavalier microphone
- One podium microphone
- One screen of appropriate size
- Electronic timer (to be used by the session chair to facilitate the session)

We encourage you to use the conference supplied computer. The conference computer will have the following software installed: Microsoft Office 2007, Adobe Acrobat 7.x or higher, Quick Time 6 x or higher, Macromedia Flash Player 7.x or higher, and Internet Explorer 6.x or higher.

Please note that the conference supplied computer does not run Microsoft Vista. All presentations created using PowerPoint 2007 should be saved as a PowerPoint 2003 file or as a .pdf and should be tested on a Windows 7 machine before the conference.

Please bring your presentation on one of the following media:

- USB hard drive (Pocket Drive, iPod)
- USB flash drive
- CD-ROM, CD-R, or DVD

**Note:** If your graphics or video clips are not embedded in your presentation please be sure that you bring them as well.

### Note on Mac-produced presentations

If your presentation was created on a MAC and converted to run on a PC please test it before you come to the meeting. Make sure that the hyperlinks still function. Avoid using a rewritable CD (CD-RW).

We've encountered compatibility problems with them. If your presentation was produced on a Mac and it includes embedded video, your video will most likely NOT play automatically on the PC platform. You will need to either convert your .mov files to .avi format or create a link in your slide show to an external .mov file. If you choose the latter, your animation will play in a separate Quick Time window, outside of your PowerPoint presentation. We strongly recommend that you test your Mac-produced presentation on a Windows-based system before arriving at the meeting.

### **Meeting Room Optional Equipment**

If you need video playback equipment, a DVD player or an overhead projector, etc. please send an e-mail to **bionat.congress@gmail.com**. Please be sure to include your name, reference number, and presentation date and time.

### **Questions**

All questions regarding audio/visual or computer support should be sent via e-mail to **bionat.congress@gmail.com**. Please allow two business days for a response. On-site please stop by the speaker ready room.

### **Some Pointers for Your Oral Presentation**

#### **Layout**

- Avoid hand-drawn materials.
- Use sans-serif 11 to 14 point fonts for text or numbers. The presentation often has to be viewed from 60 or 70 feet from the screen.
- Use a heavy line thickness for graphics.
- Use dashed, dotted, or color lines rather than varying line thickness.
- Use a dark background color and bright colors for the copy.
- Avoid shades of gray.

#### **Content**

- Use short crisp text.
- Avoid using pages from your abstract.
- Select only key parts of an equation to illustrate a point.
- Show information piece by piece, build to the conclusion.
- Use simple diagrams.
- Plan on one slide for each minute of your talk.

**Computer Presentations** (much of what is mentioned above also applies here): Avoid bright red, blue, and/or green at the same time. It is difficult for the eye to focus on these color combinations.

Too many colors used at the same time confuses the viewer. Follow common associations people have with colors (Red for negative, black for positive) keep the presentation simple.