

## **GUIDELINES FOR PRESENTERS (BASED ON WORLD AQUACULTURE 2008 GUIDANCE)**

- The official language of the symposium is **ENGLISH**

### **GUIDELINES FOR ORAL PRESENTATIONS - POWERPOINT PRESENTATIONS**

- **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.
- **You must present your talk only with PowerPoint computer projection formatted for PC.**
- **Presentations times are as follows:**
  - 30 minutes - keynote
  - 25 minutes – invited
  - 20 minutes - oral (consisting of 15 min. for presentation and 5 min. for discussion)
- **General guide the following font sizes for talks is 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
  - Try not to have more than 8-10 words on each line.
  - Avoid complicated tables or figures. Use photos to illustrate.
- **The structure of the powerpoint presentation should includes:**
  - A title slide listing the title, author(s) names and affiliations
  - A slide listing the plan of your talk (not more than 4-6 lines).
  - Slides listing methods and results
  - A slide listing conclusions
  - A slide presenting acknowledgement (if any)
- **General consideration of the presentation**
  - 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?
  - Super-prepare your introduction and your conclusion to help you give a confident start and professional exit.
  - Reinforce your “take-home” message 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.
- Read through the talk you have prepared and rehearse the full presentation – use variation in voice and gesture, and be aware of body language.
- 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

- **General consideration of the poster**
  - POSTER SIZE: 0.8 meter wide x 1.0 meter high – square format.
  - 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.
- **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. Below the title should include the name(s) of the author(s) and their address(es). 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 2.4 m. Supporting text follows the main headings and should be visible at 1.5 m. Be sure your contact information is placed on your poster.