



## 69<sup>th</sup> Annual Meeting of the European Federation of Animal Science

Dubrovnik, Croatia - 27<sup>th</sup> to 31<sup>st</sup> August 2018

# Presentation Guidelines – Instructions for Oral Presentations

All lecture rooms will be equipped with PC laptops with Windows 10, data projectors and a large screen. The rooms will have audio systems with microphones. You will have a choice between a hand microphone and a headset. If you prefer the headset, please approach the technician a few minutes before your presentation or before the session starts to get help with the headset. Other formats for making presentations such as overhead projectors and slide projectors will NOT be available.

Presenters are not permitted to use their own laptop in the lecture theatre for their presentation. All presentations are required to be sent in advance by August 22 to: [eaap2018@hpa.hr](mailto:eaap2018@hpa.hr).

If your file is larger than 10 MB or you have other questions about sending the file, please write to the same e-mail address.

It is possible to upload your presentation in the Preview room near to the registration desk, but in this case it should be done at least **one day before** your oral presentation. Uploading of the presentations in the Preview room is mandatory if it has not been possible for you to send it in advance. It is essential that those presenting on Monday send their presentations in advance. Technicians are available to help you upload your presentation from your USB drive to the computer in the Preview room on Sunday, 26 August and during normal reception hours from Monday, 27 August to Thursday, 30 August. Even if you have sent the presentation in advance, it is still recommended to bring it to the conference on a USB drive just in case.

### How to submit your presentation

It is necessary that you send your presentation in advance to [eaap2018@hpa.hr](mailto:eaap2018@hpa.hr) to ensure it is working correctly and it will be available in the room where you will make your presentation. Also, this will help you to avoid queues in the preview room.

For security reasons we **DO NOT** accept archive files (.zip, .arc, .rar, etc.). Please send your presentation file unpacked. Please name your presentation file S(xx)\_(yy): where xx is your session number, followed by the yy presentation number (see the other attachment for your presentation number).

- Please also bring a copy of your presentation file to the conference on a USB drive just in case
- Presentations can be the following. Please check how much time was allotted to you beforehand:
  - 15 minutes (12 minutes + 3 minutes for questions)
  - 20 minutes (15 + 5 minutes for questions)
  - 25 minutes (20 + 5 minutes for questions)
  - 30 minutes (25 + 5 minutes for questions)
- We can verify the suitability of the files sent to us before August 22, 2018. Files sent on a later date may be unchecked and will not be available at the conference venue.

If you cannot send the file in advance, please bring your presentation on a USB drive to the Preview room at least one day before your oral presentation. There will be a technician who will help you with saving the presentation on the computer. If at all possible, do send the presentation in advance.

It is not possible to make any changes in the session rooms. Therefore, please ensure that the file you send in advance is as good as possible. You can make changes in the Preview room or on your own computer one day before your presentation.

The presentation should be saved as a MS PowerPoint or PDF presentation.

In order to avoid any problems with your presentation, please make sure it is in accordance with the necessary requirements, and read the instructions below carefully.

### **Instructions for presentation files**

- Please save your presentation not in a newer version than MS PowerPoint 2013
- We recommend to 'Save As' PowerPoint Show: PPS or PPSX file
- We cannot accept PowerPoint presentations with macros (.pptm, .ppsm)
- All videos or animations in the presentation must be embedded and run automatically!
- We cannot guarantee the smooth flow of linked data, pictures, and websites or audio/video files from online sources
- Please use 4:3 aspect ratio for your presentation.

### **Pictures/Videos**

- Please only insert images into your PowerPoint presentation. Copy/paste may not result in displaying them correctly
- Please keep image resolution max 200 dpi for optimal file size/visual effect ratio
- We cannot provide support for embedded videos in your presentation; please test your presentation in advance
- Please ensure any video files you might have are in either QuickTime-friendly mp4, H264 codec or

WMV format for earlier PowerPoint versions

- In the case your video is not inserted in PowerPoint, it is possible to have it in other formats – MPEG 2.4, AVI (codecs: DivX, XviD, h 264) or WMV. Suggested bitrate for all mpeg4 based codecs is about 1 Mbps with SD PAL resolution (1024x576 pix with square pixels, AR 16/9). Please bring it to the technician in your session room
- For Full HD videos, please let us know before the meeting and we will test it
- Videos that require additional reading or projection equipment (e.g. VHS cassettes) will not be accepted.

## Fonts

- We recommend using only fonts that are included in the basic installation of MS Windows 10. Use of other fonts may disrupt the layout/style of your presentation
- Suggested fonts: Arial, Calibri, Tahoma, Times New Roman, Trebuchet, Verdana
- If you insist on using different fonts, these must be embedded into your presentation by choosing the right option when saving your presentation, see details below:
  - Click on “File”, then “Save As”
  - Check the “Tools” menu and select “Embed True Type Fonts”.

## Detailed guidelines for the preparation of PowerPoint presentations

Visuals should support your talk. They should therefore relate to the words spoken, be seen clearly, be well organised and emphasise the important points. A visual that is overloaded or difficult to read or understand will only be distracting.

The aim is to get your message across, not to show the range of functions available in PowerPoint! Keep things simple for maximum impact!

## Some rules

- Do follow the timetable given in the detailed programme
- Make a title slide to introduce your talk and set the scene. Put the title slide on when you are ready to start to get people’s attention. This is the only slide in your presentation that might have a logo
- Headings should be short. Keep your other messages short as well. Do not write your text in sentences. Rather use keywords and bullet points to attract attention
- Illustrations may help to emphasize your messages
- What to include? Consider what main points you wish to tell the audience, and then devise slides to illustrate these as concisely and clearly as possible

## Too many slides?

You should have less than one slide for each minute allocated for the talk. Beware that slides that

build information (e.g. by use of animation) may take you longer. Be prepared to leave slides out if time is against you. The most important slides are often at the end, i.e. the conclusions and implications. Plan your presentation so there is no risk you will need to leave out the most important slides!

## **Not too much information!**

- Keep it simple. It is difficult for audiences in long sessions to absorb complex information from a slide (most slides are up for less than 90 seconds)
- Tables – if you have more than four rows or four columns it will be difficult to read
- Tables taken straight from a journal or your paper might be impossible to read and understand on a slide. Rounding numbers may add to clarity. If the main purpose is to show a trend or make a comparison rather than showing the precise data it is better to show a graph or chart
- Graphs and charts. Do not use too many lines on a line graph, or bars on a chart. It might be easier for the audience to quickly see what a line represents if you put a label next to each line instead of having explanatory legends outside the graph. Pie charts can be labelled in the same way. Using different colours or shades will help to distinguish lines, bars etc. (see section “Colours”). Remember that the axes should be quantified and named
- Pictures and photos will add impact and help to illustrate but could be overdone. Ask yourself if they support the talk, or are they just pretty?

## **Avoid small font sizes!**

Font size 24 is usually the minimum size for the text, but the size can preferably be larger, both in the text and headings. Use fonts that have been used widely for many years, such as Arial, Verdana, Times New Roman, Symbol.

Words written in lowercase letters (or with an initial capital) are easier to read than words all in uppercase.

## **Colours**

Colour can make visuals more attractive, but too many colours on a slide can distract the audience from your message. Text and diagrams are usually seen best on a plain background.

Make a good contrast between the text and background, e.g. dark text on a light background. If you use a dark background, make the text white or yellow (and preferably bold).

Avoid basing a distinction solely on red vs. green; those who are colouring blind might miss it. Choose colours, contrasts and font sizes that maximise the possibility to keep the room light on during your presentation. Having the room illuminated improves contact with your audience and helps to keep them awake!

## **Test**

Open your presentation in the hall to make sure it is clear for those sitting at the back of the room.

As a first test, however, you can check that your slides are easy to read in PowerPoint “slide sorter view” (select zoom 100%).

## **Check**

There is usually an opportunity for you to do a final check of your presentation in the preview area when you have arrived at the conference.

Please name the presentations that you send in advance or bring to the preview room as requested.

## **Theatre presentations on the EAAP website**

Please note that all theatre presentations will be placed on the EAAP website following the meeting as a service to all delegates, unless the author requests EAAP not to do so (in this case, please contact [eleonora@eaap.org](mailto:eleonora@eaap.org)). To facilitate the publication of the files, authors are requested to respect the following rules. The submitted file must:

- Be provided in the PDF format. Files in other formats will not be accepted;
- Be named correctly: as S(xx)\_(yy) with the session number (xx) and presentation number (yy);
- Be smaller than 10 MB;
- In case of videos, the files need to be uploaded to YouTube or Vimeo and have links added;
- Please send the PDF of your presentation to [giulio@eaap.org](mailto:giulio@eaap.org) (mark the session number and presentation number).

These guidelines are abstracted from information provided at the EAAP workshops on scientific writing and presentations.

Further details are given in: Malmfors, B., Garnsworthy, P. and Grossman, M. 2004. Writing and Presenting Scientific Papers. Nottingham University Press, Nottingham, UK. We are also grateful to BSAS.