

## CED-IADR/NOF 2017: GUIDELINES FOR ORAL PRESENTATIONS

### General Guidelines:

- You must be knowledgeable in your subject and answer questions during your presentation.
- **All presenters are required to include a slide listing any conflict of interest disclosures.** Financial disclosure includes any commercial funding you receive from a company whose product(s) you are discussing. Read the [IADR/AADR Policy on Full Disclosure](#).
- Internet may not be available in the meeting rooms.
- If you are both a symposium speaker and a presenter at this meeting, do not repeat symposium material in your individual presentation.
- Presenters should mention the sponsors of their research, if applicable, in their presentation.
- Presenters are requested to have copies of their presentation available as handouts. This is not mandatory, just an option for the presenter, to increase the impact of the presentation.
- Abstract presenters (excludes symposia/hands-on workshops/keynotes) have **ten (10)** minutes for presentation and **five (5)** minutes for the discussion. The session chair will hold you to this time. It is advisable to rehearse your presentation prior to the meeting to ascertain that the time is not exceeded.
- Cover the same material as reported in the abstract.
- Give an opening statement to acquaint the audience with the nature and purpose of the study.
- Briefly describe procedures and materials. Define all trade names first, then use generic names throughout. All compounds and drugs must be identified.
- **Allocate most of the presentation time to the results of the study.** State the results simply and clearly so that significant facts can be readily identified.
- Conclude the presentation with a brief summary of the essential results you believe were demonstrated by the experimental data.
- Please be sure to be present in the session room for the 15-minute discussion period(s), if scheduled.

### Equipment:

- Each oral session room will be equipped with a notebook, an LCD projector, a screen, a microphone and an aisle microphone. You may **not** bring equipment from an outside source such as a personal laptop. If your presentation requires additional equipment, you must contact the Organising Office ([ced-iadr2017@medacad.org](mailto:ced-iadr2017@medacad.org)) prior to the start of the conference.

### Preview Centre:

- All oral presentations will be loaded on a server and distributed to the appropriate oral session room at the appropriate time via a LAN connection. This eliminates the need for individual presenters to bring their own laptops.
- DO NOT plan to download your presentation directly in your assigned meeting room.
- All oral presenters must hand in their presentation at the **Preview Centre** at **least 2 hours** prior to the start of the session their presentation is allocated in. For speakers allocated in the first session of the day, we recommend to hand in their presentation the day before already (if possible).
- Technical staff will be onsite in the Preview Centre to assist you in uploading your presentation.
- If you are doing more than one presentation during the congress, you may upload all your presentations at the same time and they will be sent to their corresponding session halls at the time of your sessions.
- To avoid waiting in the Preview Centre, you may wish to avoid peak times.

### **Opening Hours:**

Wednesday, September 20, 2017	16:00-19:00
Thursday, September 21, 2017	07:30-17:30
Friday, September 21, 2017	07:30-17:30
Saturday, September 23, 2017	07:30-13:00

### **PowerPoint:**

- PowerPoint is the only communication tool available in all session halls.
- The PowerPoint handling and distribution system is optimized for **MS PowerPoint (last version) and "\*.pdf" (Adobe Acrobat)-files**. The uploading of "DVD-Movies" is not supported.
- The supported data media are: **CD, DVD (as Data-storage-medium) and USB-Memory Key**. You may want to carry a second key/CD as a back-up in case there is any insoluble technical problem.
- **All needed files** (including the movie files!) have to be saved on the same data media.
- Presentations can also be taken off speakers' notebooks at the Preview centre.
- The fonts that are used in the presentations should be "Latin-based fonts". If the speaker needs special fonts, they should be stored as "embedded fonts" with the presentation (File -> save as "name of presentation" and under "tools" -> save options mark the checkbox "embed True type fonts" and select "embed all characters").
- When using mathematical symbols please use these which are available under Latin fonts (unicode or DOS: Western Europe). These can be shown without any problems in Office 2007.
- Presentations should be saved as **"\*.ppt", "\*.pptx" (= PowerPoint) or "\*.pps", \*.ppsx" (=PowerPoint Slideshow)**. File and movies as separate files on the data media.
- The ratio of computers and projectors will be set in **ratio 4:3**.

### **Movies:**

- As format for embedded movies **"MPEG2 - movies"** are preferred but can also be \*.avi, \*.wmv
- It is imperative that you check your movies in the Preview Centre if your presentation contains video files.
- Please be aware of the size of your video files. In most cases, lower resolution video files are very effective.

### **Pictures:**

- JPG images are the preferred file format for inserted images.
- Images inserted into PowerPoint are embedded into the presentation. Images that are created at a setting higher than 75 dpi are not necessary and will only increase the size of your presentation.
- Try to avoid overloading your presentation with unnecessary images.

### **Considerations for Mac Users:**

- If transferring a presentation from a Macintosh environment to a PC platform, it is imperative that you review your presentation in the Preview Centre.
- All supplied computers will contain Windows Media Player and QuickTime for Windows; however this does not guarantee a successful presentation on a PC platform.
- Movies: To ensure the best chance of success, create your movies as AVI (DV25-RAW) files. Movies saved as AVI's have the best chance of success on a Windows machine.
- Images: Use common image formats that are cross-platform, such as JPG, PNG, GIF, and BMP. Do not use PIC graphics in your PowerPoint.
- Fonts: Many custom MAC fonts will not translate correctly to a Windows PC. Use common cross-platform fonts such as Times New Roman, Arial, and Courier.

### **Are you a first timer? Here are a few more suggestions:**

- Keep visuals CLEAR and SIMPLE. Abbreviate your message.
- Simple graphs, charts, and diagrams are much more meaningful to an audience than complex, cluttered ones.
- Avoid the overuse of too many colors, patterns, and graphics in one frame.
- Avoid intensely bright or saturated colors that compete with the text. Contrasting colors work best.
- Highlight your main point or heading with a dominant color.
- Use "Cool" Colors (most effective background colors -blue, purple, magenta, etc.). These colors appear to recede or draw away from the eye -allowing the text to appear more readable.
- Graduated Backgrounds: A background that transitions smoothly from lighter to darker shades of the same hue can also be an effective background.
- Keep color scheme consistent throughout your presentation. Changing colors and type styles can be very confusing and distract from your message.
- Use a minimum of words for text and title frames. Five to eight lines per frame and five to seven words per line are the maximum – less is better.
- Upper- and lower-case lettering is more legible than all capital letters.
- Sans serif type projects better and is easier to read (example: Arial).
- Try to keep all type horizontal on the page, even with charts.