

LACQUA26

GUIDELINES FOR PRESENTERS – ORAL & ePOSTERS

Upon arrival, check in at the registration desk and you will be given directions to the presentation preparation room.

GUIDELINES FOR ORAL PRESENTATIONS – POWERPOINT PRESENTATIONS KEY POINTS:

- a. Save your file to USB.
- b. Name your file correctly: Surname_NumeroAbstract_NumeroSession
Like this: Thomas_Abstract #234_Session #23
- c. Do not have any other files on the USB.
- d. Turn it in EARLY to the Presenter Preparation Room.
- e. Pick up your USB after your talk

LANGUAGE: All abstracts must be submitted in English, Spanish or Portuguese.

PRESENTATION DURATION: A total of 20 minutes has been allocated for oral presentations. It is recommended that the presentation be **no longer than 15 minutes**, allowing 5 minutes for questions and discussion.

SYSTEM REQUIREMENTS:

- Computers on site use MS PowerPoint 2010 format for computer projection.
- If you are using an older version of PowerPoint, please note that some graphics, colors or fonts may change.
- You must save your PowerPoint file to a USB ("USB stick").
- Presentations created on a tablet or mobile device must be downloaded to a USB.

USING VIDEOS IN YOUR PRESENTATION:

- Video files must be in ".AVI" format.
- If you have ".AVI" files in your presentation, they must be saved with the ".PPT" (PowerPoint) file in ONE folder for this presentation.

If you use a MAC system:

- You must save ALL parts of PowerPoint format to PC.
- Photos must be saved in PC format via Photoshop or a similar format.
- All parts of your MAC PowerPoint presentation must be saved in PC format so that computers on site can open your files.

FORMATS NOT ALLOWED:

- You cannot connect your laptop, mobile device, USB directly to the session room projector.
- You cannot use "QuickTime" or other video formats.
- You cannot use PowerPoint slides that open to a video player.

****NAME THE FILE****

Please name your file with ONLY the following 3 elements: AuthorFamilyName_Abstract # _Session #

- use an UNDERSHIP between each element. NO dashes, periods, slashes or spaces, please. The file name for this presentation should look EXACTLY like this: Thomas_Abstract #234_Session #23

- If you are presenting more than one talk, name EVERY file on the memory device accurately.

SAVE YOUR POWERPOINT PRESENTATION ON A MEMORY DEVICE THAT YOU CAN DELIVER AND LEAVE WITH OUR STAFF (i.e. USB).

- We recommend that you open the file to ensure that it saves correctly.

- We also recommend that you save a BACKUP COPY of your presentation on a separate device.

VERY IMPORTANT! DO NOT HAVE ANY OTHER FILES ON THE MEMORY DEVICE so that our staff can quickly find the file.

The PRESENTER PREPARATION room

PLEASE DELIVER THE POWERPOINT PRESENTATION TO THE PRESENTERS PREPARATION DESK 24 HOURS PRIOR TO PRESENTATION TIME.

This preparation time is very important so that the program can move forward without problems. Due to the high volume of presentations, preparation staff requires this time to prepare computer projectors.

You cannot bring your USB memory device directly to your session room. If you arrive less than 24 hours in advance, please bring your USB memory device to the speaker preparation room as soon as possible; Don't delay!

THE MEMORY DEVICE MUST BE READY TO BE LEAVED WITH THE PREPARATION STAFF.

You cannot edit or download your PowerPoint file in the Speaker or Presenter Preparation Room. Computers will not be provided for editing purposes. Please pick up your memory device immediately after your presentation. The organizing committee is not responsible for lost or unclaimed memory devices.

CERTIFICATE OF PARTICIPATION: A "Certificate of Participation" will be prepared for Author Presenters. The certificates will be sent to the email you registered.

- **CANCELLATION:** There are problems at the conference if there are empty spots in the program when the presenters do not appear. If you are unable to attend the scheduled presentation time, you must find a substitute to present the abstract or notify the conference office well in advance by email.
- Contact the session chair/moderator in the session room during the break immediately before the session (e.g. morning coffee break or lunch) at least 15 minutes before the session time. start. At this time, you should verify that the room is configured appropriately for your presentation and that any special requirements have been met.
- Your PowerPoint presentation will be uploaded to the laptop at the top of the podium in a separate folder. You are responsible for opening your file and advancing your own PowerPoint using the keyboard on the laptop.
- A laser pointer will be on the lectern. Laser pointers should be used sparingly and not waved around the room. Leave the laser pointer on the stand when you are finished.
- All presenters must use microphones. Plug in your microphone and make sure it is turned on before you begin your presentation.
- It is essential to stick to your time allocation. Your session moderator will operate a timing mechanism to remind you that your presentation must conclude.
- Presenters must ensure that audiovisual material is of the highest standard. When projected on the screen, the subject must be readable from a distance of 18 m.
- Print “Notes” pages to aid your presentation, but try to avoid simply reading them if possible. Also, try to avoid reading what is on the slides, as it can often bore an audience.
- As a general guide, the following font sizes are recommended for talks:
 - ==> Title of slide use minimum 32 points (36 or 40 better)
 - ==> Words on slides use a minimum of 20 points
 - ==> Try to include no more than 8-10 lines of text on a slide and no more than 8-10 words on each line.
 - ==> Avoid complicated tables or figures. Use photos to illustrate.
- Include: a title slide that lists the title, author names and affiliations, and a slide that lists the plan of your talk (no more than 4-6 lines).
- Measurements: Use metric units of measurement. Where necessary, English equivalents may be given in parentheses. When using monetary symbols, make sure the country of the currency is clear.
- Always consider your audience: what your audience wants from your talk and what are the one or two “takeaway messages” you want them to walk away with.
- Set your objectives: what key ideas do you want to convey?
- Gather data, ideas and material: what is the content of your talk?
- Organize the data in a sequence that is clear, attention-grabbing, and persuasive: What is the structure of your talk?
- Prepare your introduction and conclusion very well to help you have a confident start and career 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 lessens their impact. Plan to turn off the images from time to time and return the audience's attention to you.
- When using graphics, use *.jpg format for images and *.gif format for line art. This will significantly reduce file sizes.
- Read the talk you have prepared and rehearse the entire presentation: use variation in voice and gesture, and be aware of body language.
- Look around the venue to make sure you know where you want to stand, where the audience will sit, and how everything works!

GUIDELINES FOR ePOSTER PRESENTATIONS

• LANGUAGE

All abstracts must be submitted in English, Spanish or Portuguese, the official language of this conference.

• POSTER SIZE

- The poster is electronic and must be in vertical orientation, 54 centimeters wide by 96 centimeters high (9:16 aspect ratio)

It should be sent to the following link: <https://was.org/meeting/ePoster/Submit/LACQUA26>

Please contact the speakers/posters desk upon arrival at the event. You will be informed of your assigned screen number.

ePOSTER COMPONENTS:

ePosters should include a title, names of authors and their addresses, abstract, introduction, materials and methods, results, discussion (or a combination of the two), conclusion, acknowledgments (if applicable), references, tables and figures.

Title: The title should accurately reflect the content of the ePoster. Short, concise titles are recommended. Below the title you should include the name(s) of the author(s) and her/his address(es). The presenter's name must be placed first.

Summary: The summary should be a salient and concise point of the results and conclusions. The methodology should not go in the abstract unless it is necessary to explain the results or unless the document describes a new technique. Summaries should be short and easy to read (optional).

Introduction: The introduction should explain why the research was conducted and why it is important. The introduction should contain a statement that describes the purpose or objective of the research. The introduction should condense relevant information in the field that led the author to do the research. The introduction is not a complete review of the literature, and only the most relevant references should be cited.

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 through the use of figures if they help clarify what was done. If the experiment was complicated with many subparts, subsections can be used to describe each subpart.

Results: This section describes the data. The appropriate use of tables and figures can improve and help explain the results. Statistical analysis of the data is necessary, unless the 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 or her own level of significance.

Measurements or Measurements: Use metric units of measurement. (Where necessary, English equivalents may be indicated in parentheses.) When using monetary symbols, make sure the country of the currency is clear.

Discussion: This section should interpret the results and compare the results of this experiment with those found in similar research. The section can also be used to speculate on results, provide reasons for trends, and suggest new ideas that can help us better understand aquaculture.

Conclusion: This section should be used to briefly provide a synopsis of the findings from the research data. Concisely state the main conclusion. Leave the reader in no doubt about the take-home message.

Acknowledgments: This section should be used to thank the organizations that supported the research monetarily and the people who collaborated in the research or preparation of the document (optional).

References: Select references very carefully. Unless the document is a review, it is not necessary to reference all articles written on a topic. Use only the most important ones (optional).

GUIDELINES FOR PREPARING A BETTER ePOSTER

==> Careful design is needed. The ePoster is a visual display. Start by preparing a scale mockup design as an outline for the poster. This allows you to determine the number and size of figures, tables, title, and text length before making any final product.

==> The organization and flow of the poster should be very clear. Visually subordinate those things that are less important and draw attention to those that are more important. Make a clear sequence in which the poster should be viewed.

==> Keep the explanatory text close to the figure you are explaining.

==> Group related information and make the groupings clear. A visually clear presentation will have a certain amount of white space. If the elements are too tightly packed, the poster will look chaotic and difficult to follow.

==> Show and tell the story. Tables and figures should be a main component of a successful poster. A 1:1 ratio of text to graphics seems to be an acceptable value to present an attractive and visually appealing poster. Don't use long text.

==> Make the poster accessible to browsers. Use a simple font, such as Helvetica. The title must be readable from a short distance. It must be assertive, clear and attract the viewer's attention. A combination of upper and lower case is easier to read than all caps. You may want to shorten names and affiliations when they are too wordy. This information may be a little smaller than the title. Main headings contain the essential content and should provide a complete take-home message. Supporting text follows the main headings. Make sure your contact information is on your poster.

==> Optional: You can attach an envelope to the poster with your business cards or copies of the summary that people can take with them.