

AQUACULTURE AMERICA 2014

GUIDELINES FOR PRESENTERS

On arrival, please check in at the registration desk and you will be directed to the speaker's preparation room or, if you are presenting a poster, to the poster area.

GUIDELINES FOR ORAL PRESENTATIONS - POWERPOINT PRESENTATIONS

KEY POINTS:

- 1) Save your file to USB or CD.
- 2) Name your file correctly: AuthorFamilyname_AbstractNumber_SessionNumber Like this:
 Thomas_Abstract#234_Session#23
- 3) Do not have any other files on the USB or CD
- 4) Turn it in EARLY at the Speaker Preparation Desk
- 5) Pick it up after your talk

LANGUAGE:

All abstracts must be presented in English -- the official language of AQUACULTURE AMERICA 2014.

LENGTH OF PRESENTATION:

A total of 15 minutes has been allocated for oral presentations. It is recommended that the presentation be no longer than 12 minutes, allowing 3 minutes for questions and discussion.

SYSTEM REQUIREMENTS:

- The onsite computers use MS PowerPoint 2010 format for computer projection.
- If you use an older version of PowerPoint, be aware that some graphics, colors or fonts may change.
- You need to save your PowerPoint file to a USB ("thumb drive") to turn in.
- Presentations created on a tablet or mobile device must be downloaded to a USB or CD.

USING VIDEOS IN YOUR PRESENTATION:

- Video files must be in ".AVI" format.
- If you have any ".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 need to save ALL portions of the PowerPoint to PC format.
- Photos should be saved to PC format through Photoshop or similar format.
- All portions of your MAC PowerPoint presentation must be saved in PC format so that the onsite PC computers will be able to open your files.

FORMATS NOT PERMITTED:

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

****NAME THE FILE****

Please name your file with ONLY the following 3 items:

AuthorFamilyName_Abstract#_Session# - - use an UNDERSCORE between each item.

NO dashes, periods, slashes or spaces, please. The name of the file for this presentation should look EXACTLY like this: **Thomas_Abstract#234_Session#23**

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

SAVE YOUR POWERPOINT PRESENTATION ON A MEMORY DEVICE THAT YOU CAN TURN IN AND LEAVE WITH OUR STAFF (ie: USB or CD).

- We recommend that you open the file to make sure it is saved correctly.
- We also recommend that you save a BACKUP COPY of your presentation on a separate device.

VERY IMPORTANT!

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

The **SPEAKERS PREPARATION** desk will be located near the Registration area in the Washington State Convention Center.

PLEASE TURN IN YOUR POWERPOINT PRESENTATION TO THE SPEAKER PREPARATION DESK 24 HOURS IN ADVANCE OF YOUR PRESENTATION TIME. This preparation time is very important so that the program can proceed smoothly. Due to the large volume of presentations, the preparation staff requires this time to prepare the computer projectors. You may not take your USB or CD memory device directly to your session room. If you arrive less than 24 hours in advance, please take your USB memory device to the Speaker Preparation Room as early as possible - do not delay!

THE MEMORY DEVICE MUST BE READY TO LEAVE WITH THE PREPARATION STAFF. You cannot edit or download your PowerPoint file in the Speaker Preparation Room. Computers will not be provided for editing purposes.

Please pick up your memory device immediately after your presentation.

Conference Management cannot be held responsible for lost or unclaimed memory devices.

CERTIFICATE OF PARTICIPATION:

A "Certificate of Participation" will be prepared for Presenting Authors. Please pick up your Certificate before the last day of the conference. You can check at the Registration Desk where to pick it up. Certificates will not be mailed.

• **CANCELLATION:**

- It creates problems for the conference to have empty slots in the program if presenters do not show up. If you are not able to be at your scheduled presentation time, you must find a substitute to present the abstract or notify the conference office well in advance by email or fax.
- Please meet your session chair/moderator in your session room during the break immediately before your session (e.g. morning/afternoon tea or lunch) at least 15 minutes before commencement time. At this time you should check that the room is set up appropriately for your presentation and any special requirements have been met.
- Each speaker will have 15 minutes for the presentation – recommended speaking time is 12 minutes for presentation and 3 minutes for questions at the end of the presentation.
- Your PowerPoint presentation will be loaded on the laptop on top of the podium in a separate folder. You are responsible for opening your file and for advancing your own PowerPoint by 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. Please leave the laser pointer on the lectern when you finish.
- All speakers are to wear lapel microphones. Please attach the lapel microphone and ensure it is turned on before commencing your presentation.
- It is essential to adhere to your time allocation. Your session moderator will operate a timing mechanism to remind you that your presentation should conclude.
- Speakers must ensure that audio-visual material is of the highest standard. When projected on the screen, the subject matter must be legible from an 18m distance.
- Print out “Notes” pages to assist in your presentation but try to avoid simply reading these if possible. Also, try to avoid reading what is on the slides as this can often bore an audience.
- As a 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 and no more than 8-10 words on each line.
 - ⇒ Avoid complicated tables or figures. Use photos to illustrate.
- Include: a title slide listing the title, author(s) names and affiliations and a slide listing the plan of your talk (not more than 4-6 lines).
- **Measurements:** Use metric units of measurement. When needed, English equivalents may be given in parentheses. When using monetary symbols, please make sure the country of the currency is clear.
- 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

POSTER SIZE: 36 inches wide x 36 inches high – square format. The poster must fit WITHIN these measurements.

- Please check in with the Poster Desk upon arrival. You will be told what your board number assignment is and what session your poster has been linked with.
- 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. (Please ask for assistance if you need any help to hang your poster).
- Bring your own velcro tape to attach your poster to the boards.

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.

Measurements: Use metric units of measurement. When needed, English equivalents may be given in parentheses. When using monetary symbols, please make sure the country of the currency is clear.

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 8 feet. Supporting text follows the main headings and should be visible at 5 feet. Be sure your contact information is placed on your poster.