

ISAE Regional Meeting Presentation guidelines

There are two types of theatre presentations at the 2017 Australasia Africa ISAE Regional Meeting. Details are below.

Type of presentation	Maximum time slot for talking	Time allocated for question/discussion
Key note (60min)	45 minutes	15 minutes
Regular (15min)	12 minutes	3 minutes

Please upload your presentation prior to the beginning of your session and introduce yourself to your chairperson. Note that the chairperson will introduce you, time your session and assist you in fielding questions. The chairperson will also provide you with an indication that your time is ending and will stop you promptly at the end of your allotted slot.

Please bring your finalised presentation on a USB memory stick in Microsoft PowerPoint.

Instructions for Powerpoint presentations

Please only use versions of Microsoft PowerPoint up to version 2016, including, to ensure that your presentation will open successfully on the on-site PC.

- ❖ The presentation can be either in the 16:9 format or in the 16:10 format.
- ❖ Save your presentation using the PPT or PPTX format, rather than PPS or PPSX. Non-Microsoft users should save their presentation in the Adobe PDF format.
- ❖ Video and sound clips must be embedded in the presentation thus playing can be initiated within the PowerPoint or PDF slideshow. Please verify the functionality of the video prior to your presentation.
- ❖ Only fonts that are included in the basic installation of the English version of Microsoft Windows will work without difficulty. Other fonts may cause problems with layout/style of your presentation (see also tips and hints).
- ❖ Suggested fonts for text: Arial, Calibri, Tahoma
- ❖ Avoid small font size. Font size 24 is usually a minimum size for text, but, preferably, font size should be larger in both text and headings.

Miscellaneous tips (that may or may not be useful!)

- ❖ Keep it simple, yet interesting. It is difficult for audiences in long sessions to absorb complex information from a slide; most slides are presented for less than 90 seconds.
- ❖ Tables – if you have more than four rows or four columns, it will be difficult to read. Rounding off numbers may add to clarity. If the 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.
- ❖ Words written all in uppercase are more difficult to read so if possible, use sentence capitalization.
- ❖ Try to have a good colour contrast between text and background, e.g. dark text on light background. If you use a dark background, make the text white or yellow (and preferable bold).
- ❖ Don't assume that your audience will be familiar with the species you are working with or the methods that you are using, and avoid using unnecessary jargon.