Guidelines for platform presentation

- The presentation of a slide talk or computer presentation is quite different from the presentation of the same information in a journal article. Keep in mind that in a slide presentation, you have only 20 minutes including Q&A
- A slide presentation should include a title slide, a slide stating the question or hypothesis to be addressed, and a slide describing the overall approach you used to address the question. A "methods" slide should be included but should never include the details of the method unless the purpose of the talk is to describe the method. The next several slides should present the results obtained, and a final slide should give the conclusions of the study.
- Lettering and numbering on your PowerPoint presentation must be readable from the back of the room. Text should not exceed 8 lines.
- An effort should be made to reduce clutter on PowerPoint slides.
- Prepare your slides to communicate ideas, not details. If attendees want details, let them ask you in the Q&A period.
- Graphs are best used to convey trends, comparisons, and relationships.
- A table in a published article is much too detailed for a slide presentation. Take the time to think through what conclusion you want to present from the table and present the least amount of material you can to communicate that idea. A graph or photograph may better communicate your data.
- Use horizontal position (landscape) for all PowerPoint slides.
- Pre-meeting rehearsal by presenters is a must to ensure that speakers finish within the allotted time
- and the take home message of the presentation is clear.
- Review your presentation on a different machine from which it was originally prepared to ensure the backgrounds, transitions, video clips, graphics, and linked images appear properly

Guidelines for poster presentation

Poster layout

- Poster orientation should be portrait, NOT landscape.
- Poster size should be A0 (841 mm x 1189 mm)
- Proposed sections to be included:
  - Introduction & objectives
  - Materials & methods
  - Results & discussions
  - Conclusions
- Minimum font size for all text: 18 pt.
- Text and graphics must be readable from 2 meters (6 feet)away
- Use bullets and keep text to a minimum.
- Use simple backgrounds; do not distract from the message.
- Aim for clarity and simplicity
- Make an initial rough layout, keeping in mind the proportions of figures, tables, and text.
- In the planning of your poster presentation remember that the poster will be available for viewing and discussion for several hours. The poster should be understandable without oral explanation.
- The temptation to overload the poster with excessive text and data should be resisted. Where possible, organize tables and figures chronologically in vertical progression.
- Be clear and concise in all statements.

Poster display

- YOU are responsible for setup and take down of your poster during the prescribed times.
- All posters will be located in the poster and exhibition area
- Your poster must remain displayed for the entire conference

- Provide an envelope where people can leave their business cards for requests for more information. If possible, also provide hand-outs of your poster and your own business card.
- Be at your poster during the breaks and during the poster session/social to discuss your work wi the scientists visiting your poster
- Leave a note listing other times you will be at your poster.

At the meeting

- Have your presentation uploaded in the session room by 16:00 the day before your presentation is scheduled.
- Be in the session room at least 20 minutes before the beginning of your session and introduce yourself to the Session Chair. Provide appropriate, concise biographical information to him/her for your introduction.
- Stay on schedule. You have been allotted 20 minutes including discussion for your presentation
- The Session Chair has been instructed to require all speakers to adhere to this limit.
- Plan for 15 minutes for the presentation and 5 minutes for discussion (Note: Discussion is very important and time needs to be allocated for it)
- A general rule for the amount of slides to be presented is one per minute available presentation time.
- Should circumstances prevent you from making your presentation, you must arrange for a substitute to present your paper and you must notify the SETAC Africa office immediately by sending an e-mail to Silke.bollmohr@gmail.com