



Information and Guidelines for Oral Presenters

Note: Only LCD projectors will be used in technical sessions. All slide presentations must be formatted for PowerPoint display. PCs are used for presentation at the meeting.

The Presentation

Presenters will be emailed uploading instructions by The Conference Exchange (aka “Confex,” our conference recording company), prior to the meeting.

You are strongly encouraged to upload your draft presentation through the password-protected form Confex will provide a minimum of three days prior to the meeting. This will ensure that even if you lose your laptop or memory stick on the way to the meeting you will still have slides available when you arrive. It also gives Confex time to inspect your presentation and ensure that it will run satisfactorily at the meeting. You may make changes to your slides, or upload a new version after you arrive at the meeting.

If you are not arriving at the meeting until shortly before your session starts, you can load the final version of your talk into the Confex presentation management software in the speaker ready room or the meeting room – but we do not recommend waiting that long. Get at least a draft on the system earlier so the Confex technicians can make sure that it will work properly on the PC in the meeting room.

Presentation Guidelines

- Each speaker will have a maximum of 15 minutes for their presentation and questions
- Presenters should NOT repeat previous presentations given at AACCI Annual Meetings
- Presentations should cover the latest scientific advancements
- Ensure that the key messages are clearly delivered up front
 - The best presentations make two to three key points, loudly and clearly
- Presentations should include how this science could be used in application (e.g. the relevance to industry)
 - Dedicate a slide in your presentation that states how your evidence relates to larger picture or issues; indicate why anyone should care.
- Discuss what the evidence shows, why this work is IMPORTANT, and why it is RELEVANT
- Presentations should not cover basic overview information (e.g. basic definitions the AACCI community is familiar with; what is a whole grain, prevalence of obesity, etc.)
- No more than 20 slides per presentation.

Your Presentation

1. Select and arrange the major points in logical order.
2. Avoid excessive technical details and extensive literature citations. The presentation should explain the work in simple, general terms wherever possible.
3. Practice your delivery, ask a colleague for suggestions on improving the organization, slides, and delivery.
4. Rehearse to check the time limit of 15 minutes, including Q&A is not exceeded.
5. Don't rely on the written text of your slides while delivering your presentation.
6. Speak slowly and clearly.
7. Allow the audience time to read the text on the slides.
8. During the discussion period, repeat the question before responding so that the audience will understand the response.

Composition of PowerPoint Slides

Helpful Hints

- Prepare slides that support and supplement, not simply duplicate what you are saying.
- No commercial activities or any advertising may be included in the presentation.
- A high contrast between the lettering and the background is important.
- Limit the number of words and lines to a maximum of 6 words in the title, 6 lines in height, and up to 7 words in each line.
- **Select and Simplify** - Each slide should cover one or two points. Arrange the data to fill the projection field. Keep the content of a slide simple, clear, and readily understandable.
- **Tables and Figures** designed for publication are typically unsuitable for projection with details that are often too complicated to be recognized by an audience in the limited length of time a slide is shown. Prepare your data specifically for slide projection.
- Choose the graphics most suitable for the variables concerned. Include statistics only when relevant. Uniformity in layout helps the audience to reach rapid orientation and understanding.

Presentation Schedule

The exact location and time of your oral presentation will be announced in early August 2016. Watch for future e-mails containing important information.

Questions

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