GUIDELINES FOR PRESENTERS –
15min TALKS, LEAD TALKS, SPEED TALKS & POSTERS

1. Information and guideline for 15 minute Oral Presentations

You will be presenting at the symposia which your abstract is assigned.

Each presentation will be **12 minutes** followed by a 3 min Q&A session.

The number of slides for presentations is non-restrictive, however a minimum of 20 sec. is required for a slide for the reader to go through it and absorb the information given. Please don't waste the limited time assigned for your presentation by inserting a 'Thank You' slide at the end.

Avoid clutter and pay attention to the size of the font, which should be large enough for the audience to read.

Minimize animations and the use of multimedia such as videos and audio files.

If you have multimedia files such as videos, make sure the file is embedded properly and both the multimedia file and the presentation are submitted together.

Avoid excessive use of colour in sides. Plain white or black backgrounds are better. Plain fonts like Calibri, Verdna and Arial is preferred.

Label your file as: AuthorLastName_ATBC-AP_Oral_AbstracNumber
(Replace 'authroname' and 'abstractNumber' with relevant information)

The softcopies of the presentations should be submitted on or before 6th September 2019 (4 days prior to the conference) via email to the organizing committee (atbcap2019acceptedabstracts@gmail.com). The submitted presentations can be replaced by updated version at the conference and the final version has to be officially handed over to the Conference Command Center 12 hours prior to the presentation.

A presentation preparation room will be available at the conference.

If you need special arrangements (Different operating system, videos to be displayed etc.,) you should make that known to the organizing committee by 6th September.

Ensure that you are available at least 30 minutes before the session starts on the day of the conference.

Technical Assistance for your presentation

Technical assistance will be provided during your presentation

All presentations must run on Windows operating system – a Laptop and the Multimedia Projector will be available. The Microsoft PowerPoint (for .ppt files) or Adobe Acrobat (for .pdf files) are the recommended software to be used.

2. Information and guideline for 30 minute Lead Talks for symposia

All the above conditions apply for lead talks except that the duration for the talk is **25minutes followed by 5 minute Q&A session.**

Lead talk can be divided among coauthors as two separate 15minute talks.

3. Information and guideline for 5 minute Speed Talks

Speed Talk sessions don't have concurrent sessions. Therefore your audience will be much larger than that for a symposium. You will be presenting at the Speed Talk session (5.00 – 6.00pm) of your assigned day. The time period assigned for each presentation is 5 minutes.

There will be a 5 minute group Q&A session at the end of fifth and 10th speed talk (5.25 – 5.30pm and 5.55 – 6.00pm). A speed talk session is consisted of 10 speed talks.

Basic guidelines for slide preparation is as for 15min oral presentations (please see above). Use your title slide and end slide wisely to have maximum impact. Please don't waste time by inserting a 'Thank You' slide at the end.

Reduce the presentation to one or two key findings/points. The audience will be listening to many presentations in a short period. Therefore focus the presentation to its key message, and do not attempt to fit in too many key messages into a single presentation.

A speed talk is not a 'rushed version' of a 15min presentation. It is a clear presentation of your key finding. Remove the lengthy introductory section and focus more on the results and discussion.

Recommended number of slides, 5-10 – a common rule of thumb for effective presentations is to have ~1 slide per minute. The maximum number of slides should be 10 with the title and a few 'transition' slide.

Make sure you know how much time you require for your presentation and rehearse until you have a presentation that takes a bit less than 5 minutes

(e.g. 4 min 30 sec).

Do not exceed your allotted time – this is very important. The session chairs will strictly enforce the 5-min limit per presentation. Please make sure you finish before the allocated time.

Label your file as: AuthorLastName_ATBC-AP_SpeedTalk_AbstracNumber
(Replace 'authroname' and 'abstractNumber' with relevant information)

All presentations will run on Windows-bases operating system.

Presenters must submit their presentations on or before 6th September 2019 (4 days prior to the conference) via email to the organizing committee (atbcap2019acceptedabstracts@gmail.com). The submitted presentations can be replaced by updated version at the conference and the final version has to be officially handed over to the Conference Command Center 12 hours prior to the presentation.

A presentation preparation room will be available at the conference.

If you need special arrangements (Different operating system, videos to be displayed etc.,) you should make that known to the organizing committee by 6th September.

Ensure that you are available at least 30 minutes before the session starts on the day of the conference.

4. Information and guideline for Posters

There is no formal oral presentation in a poster session.

The poster should be self-explanatory, but the author should be available at assigned times, such as refreshment breaks to interact with viewers and answer questions.

All posters will be on display throughout the conference (from 11th – 13th September)

Poster Size and material
Dimensions for the posters are 2 feet width X 3 Feet height (60cm width X 90cm height). Please ensure that your poster does not exceed this size. **Oversized posters will not get displayed in the conference.**

Poster can be printed on paper or on flex sheet. Do not laminate.

Use plain colours and avoid overly small font. Add graphs and figures instead to standout against the other similarly attractive posters.

Limit your poster to one or two key findings

Numbered boards and poster pins will be available at the conference venue.

Poster Submission

Please ensure that you handover the printed poster to the organizing committee at the registration table.

Poster viewing session and Evaluation

All posters will be displayed in all three days. However a full day of the conference is assigned for each poster. During tea breaks of the assigned day, the author/s are expected to stand by their poster(s) for discussions and questions during that session.

Please refer to 'tips on designing a good poster for a scientific conference' on https://www.britishecologicalsociety.org/wp-content/uploads/2016/11/AnnMtg_BES-Poster-Design-Guidelines.pdf