International Oat Conference 2022 Presenter Guidelines

In-person, virtual and e-poster

These guidelines are provided to assist both inexperienced and experienced presenters, delivering either in-person or virtual live, and recognising that English is the official language across a wide range of participants. These are general guidelines optimised to enhance the experience for Perth participants and for online participants watching live. The conference Program Coordinator will also communicate directly with individual presenters by email to provide additional information specific to their presentations or posters.

All presentations, including the questions and answer sessions that follow, will be recorded and be available to all conference registrants for 30 days after uploading. This is to enable those in-person attendees who miss a presentation, or virtual attendees who are unable to participate in real time, to stream the presentations after the conference. Presenters should ensure the display quality of their presentations are suitable for recording.

If you have a question for the organisers after reading these guidelines, please email admin@giwa.org.au and we will reply and will also post periodic updates to our Frequently Asked Questions Page https://www.internationaloat.com/program/faq/.

Papers accepted for in-person or virtual oral presentation

Time your presentation
An informal style, allowing ample time for audience interaction, is most appreciated by attendees.
- **Invited keynote speakers** (in-person and virtual live) - please prepare your talk of up to 20 minutes of presentation time, allowing 10 minutes for questions and discussion, unless otherwise advised.
- **Contributed oral papers** (in-person and virtual live) - please prepare your talk of up to 15 minutes of presentation time, allowing 5 minutes for questions and discussion.

Organising Your Presentation
Avoid 'death by PowerPoint' at all costs. Fewer slides with less detail are usually better. People will not be able to enjoy what you are saying at the same time as reading complicated slides.
- Select and arrange the major points in logical order
  - Explain the work in simple, general terms wherever possible, avoiding excessive technical details and citations.
  - Avoid abbreviations or the use of too many numbers and statistics.
  - Think about why a slide is being used. Are you using words where a graphic would be better?
- In general, the presentation should explain:
  - Purpose of the work
  - Results obtained
  - Conclusions drawn
  - Suggestions for further work
  - Keep methods very brief (unless methodology is key to the presentation).
- Please avoid:
  - Historical information unless absolutely necessary
  - Literature references
  - Previous work or details of experimental procedures
  - Intermediate results
  - Details of negative findings unless they are essential to the argument

Presentation Format and Content

- Use 16:9 widescreen format.
- Each screen page should support and supplement, not simply duplicate, what you are saying.

Text

As a general rule, we suggest you limit each page title to 6-8 words, with subsequent text comprising 6 lines of 7-10 words in each line.

- The smallest lettering should not be less than 22pt.
- A high contrast between the lettering and the background is important (e.g. black text on white, yellow text on blue).

Tables

Tables and figures designed for journal publication are typically unsuitable for projection, often becoming illegible when projected.

- Prepare your data specifically for projection.
- Limit the number of columns to 5 and lines to 7.

Graphics

- Design graphics specifically for an oral presentation. Images prepared for journal or book publication are seldom effective.
- Avoid using color alone to express graphic information (e.g. graph lines can be dash/dot/unbroken as well as coloured). Red–blue and yellow–blue color combinations are generally safer for people with colour vision deficiency.
- Avoid complex tables or charts, include these in your abstract and only put the essential parts on the slide (e.g. limit graphs to 2-3 curves which illustrate the key findings).
- Use the same design and labeling in all related charts or diagrams, clearly label axes and legend text by adjusting default font sizes or re-labelling axes. Uniformity in layout helps the audience interpret and understand.
- Scale graphics to occupy all the space allocated on the slide.
- If using video footage, embed the video in your presentation in preference to having to exit your presentation to run the video from via an external platform.

Upload Your Presentation by Sunday 2 October

- Use family name then given name, then version date when naming your presentation file. For example: **Fernandez_Belinda_16Sep22.pptx**
- **Presenters will be emailed uploading instructions** by GIWA approximately three weeks prior to the Conference.
- You must upload your presentation by Sunday 2 October to ensure session staff can test the graphical rendering and have a version on hand in case of technical difficulties or lost luggage. <u>For virtual attendees, this should be the final version</u>.
- In-person attendees should aim to have their final version uploaded by Sunday 2 October but there will be an opportunity to provide an updated final version at the conference venue if required. Please deliver any updated versions to the conference Program Coordinator at least 1-2hrs prior to your allocated time in the program to enable the audio-visual team to upload the new version ready for your presentation. Consult the staff at the conference registration desk at the earliest opportunity after your arrival at the conference to ensure things go smoothly.
- Bring a copy of your presentation on a thumbdrive to the venue as a backup

Delivering Your Presentation

Presentation Schedule

The date and time of your oral presentation will be available in the full conference program (draft form) from Friday 5 August at https://www.internationaloat.com/program/ noting all program times are Australian Western Standard Time (AWST) UTC+8. An IOC2022 Update will also be sent with a web link for the program. Watch for final email and web updates regarding the program closer to the conference.

Starting and Finishing On Time

This is a hybrid conference involving both in-person and virtual attendees. Virtual attendees will be joining the conference from around the globe, across many different time zones. The conference also has several concurrent sessions, where two streams of presentations will be running in different rooms concurrently. It is therefore essential that conference sessions, **and all presentations**, start and finish on time. Session chairpersons will be instructed to strictly adhere to this.

Guidelines for Delivery

Practice your delivery with colleagues. Ask for suggestions on improving the organisation, clarity and delivery.

- Rehearsal will help you manage your time limit. Excluding invited keynote speakers oral contributed papers should not exceed 15 minutes of presentation.
- Speak to the audience, not to the screen. If possible, do not read your presentation.
- Delivering a presentation, without referring to the written text, will result in a more lively presentation. Allow the audience time to understand the information they read.
- If presenting virtually, practice using a computer mouse to highlight data or other aspects to ensure you reach both on-line and in-person participants during your presentation.

Further instructions will be distributed to in-person and virtual presenters around 4 weeks prior to the Conference.

Papers accepted for ePoster (in-person or virtual)

ePoster authors are invited to deliver their poster as a stand-alone PowerPoint presentation split across no more than two pages. Participants can access both the ePoster and the supporting abstract online so choose a level of detail that you think best represents your work and will reach the widest audience. We recommend you use the ePoster to engage with your audience and briefly introduce them to your work so that they can seek more detail or clarification by contact during or after the conference or via your abstract. After reading the guidelines below, consider what will work best for you.

The conference has no facility to display hard copy poster presentations brought with authors. ePosters are the only way for posters to be presented.

ePoster Presentation Format and Content

- Use 16:9 widescreen format, with poster content split across two pages. This will enable ePosters to be screened during lunchtime poster sessions throughout the conference, and will provide a handy format for display and discussion on device screens during the conference.
- In general, the presentation should incorporate:
  - A short punchy title around 6 words (typically much shorter than the abstract it relates to)
  - Authors and affiliations. At a minimum, include the email address of the communicating author/presenter. Refer readers to the abstract for full details if required.
  - Purpose of the work.
  - Key finding, supporting graphics or images.
  - Conclusions/implications/suggestions for further work.
  - Host organisations or funding bodies can be referenced by logo or detailed as required.

- If you are present in-person at the conference, please include a passport style photograph of the presenting author on page 1 of your ePoster to assist participants connecting with you during the meeting.
- Where practical, follow the TEXT, TABLES, GRAPHICS guidelines from the In Person or Virtual presentation section above, particularly if your abstract contains primary detail or content readers can refer to. If this is not practical your material may not project as well during the poster sessions, but will still be an excellent resource for individual viewing online. If necessary, you can submit an updated abstract of up to two A4 pages together with your ePoster. In all correspondence please quote your paper reference number.

Upload Your Poster By Sunday 2 October

- Use family name then given name, then poster, then version date when naming your poster file. For example: **Fernandez_Belinda_Poster_16Sep22.pptx**
- **ePoster presenters will be emailed uploading instructions** by GIWA approximately three weeks prior to the Conference.
- You must upload your ePoster by Sunday 2 October.
- If attending in person, bring a copy of your ePoster on a thumbdrive to the venue as a backup