

## Guidelines for preparing oral presentations

Presenters in all sessions are kindly requested to use digital projection of their presentation. Presentations should be prepared for use with Microsoft PowerPoint 2010 in a Windows compatible format; **there will not be any MAC equipment** available. If made in another programme or in an earlier PowerPoint version, please make sure that it is compatible with PowerPoint 2010.

A few guidelines to keep in mind when preparing your talk:

1. The preferred Power-Point format would be **.ppt** and not .pptx
2. Prepare your slides to communicate ideas, not details. If attendees want details, let them ask you during the 'Questions and Answers' time.
3. 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 figure or graph may better communicate your data or results.
4. 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.
5. Excessive use of organisation logos / advertisements is not allowed.
6. 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.
7. Send your presentation to [SETAC](#) **at the latest 29 September** for back-up, and save it on a **USB stick** to bring with you to Langebaan.

At the symposium:

1. You have **15 minutes to present your work, plus 5 minutes discussion time with the audience** (= Questions and Answers). The chairpersons are instructed to require all speakers to adhere to this limit.
2. Arrive at least 20 minutes prior to the beginning of your session and bring your presentation on a USB stick to upload it on the computer before the session starts. Please take this opportunity also to introduce yourself to the chairperson.
3. The electronic projection equipment provided in each room will include a laptop equipped with Windows 7 and PowerPoint 2010.
4. Should last-minute circumstances prevent you from making your presentation, you must arrange for a substitute (co-author) to present your paper and you must notify [SETAC](#).