

INSTRUCTIONS FOR ORAL PRESENTATIONS

Please check in the programme the type of presentation your abstract has been accepted for. There will be three types of theatre presentations at the ISAE 2017 conference of different duration:

Type of theatre presentation	Maximum time slot for talking	Time for questions/discussion
Regular (15 min)	12 minutes	3 minutes
Key-note (30 min)	24 minutes	6 minutes
Plenary (30 or 45 min)	24 or 35 minutes	6 or 10 minutes

The chairperson will promptly stop your presentation when your time is up.

Please introduce yourself to the chairperson in the break just before the session of your presentation.

The lecture halls are equipped with hardware for audio-visual presentations and helpers will assist you to ensure that everything works. The only acceptable slideshow formats are PowerPoint or PDF-files. Video and sound clips must be embedded (in the slideshow). In case you choose not to accompany your presentation with a slideshow, please let us know no later than one hour before the session.

How to upload your presentation

Please bring your finalised presentation on a USB memory stick in Microsoft PowerPoint or Adobe PDF-format. You can upload the presentation in the speakers' lounge at the conference venue no later than one hour prior to your session. We kindly suggest that you upload your presentation even earlier to avoid bottlenecks. If your presentation has been scheduled for a morning session, please come to the speakers' lounge the day before or earlier.

If your presentation is scheduled for Tuesday (first day in the scientific programme), it will be possible to upload your file Monday (6-8 pm) at the welcome reception. Additionally, on Tuesday, the speakers' lounge will have prolonged opening hours with technical staff helping you to upload.

Instructions for PowerPoint presentations

- ✓ Please only use versions of Microsoft PowerPoint up to version 2016, including, to ensure that your presentation will open successfully on the on-site PC.
- ✓ The presentation can be either in the 16:9 format or in the 16:10 format.
- ✓ Save your presentation using the PPT or PPTX format, rather than PPS or PPSX. Non-Microsoft users should save their presentation in the Adobe PDF format.
- ✓ Video and sound clips must be embedded in the presentation thus playing can be initiated within the PowerPoint or PDF slideshow.
- ✓ Only fonts that are included in the basic installation of the English version of Microsoft Windows will work without difficulty. Other fonts may cause problems with layout/style of your presentation (see also tips and hints).

- ☒ PowerPoint presentations with macros (*.pptm, *.ppsm) will not be accepted
- ☒ Own computers for presentations are not accepted. You must upload the presentation in the speakers' lounge.

TIPS AND HINTS

Fonts and pictures

- Suggested fonts for text: Arial, Calibri, Tahoma
- Only text fonts that are included in the basic installation of the English version of Microsoft Windows will work without difficulty. Other fonts may cause problems with layout/style of your presentation. If you insist on using different fonts, these must be embedded in your presentation: 1. click on "File", then "Save as". 2. Check the "Tools" menu and select "Embed True Type Fonts".
- Avoid small font size. Font size 24 is usually a minimum size for text, but, preferably, font size should be larger in both text and headings.
- An image dpi setting higher than 200 dpi is not necessary and will only increase the file size of your presentation.

Video (if you really must and it adds to the presentation)

- Videos (e.g. animal behaviour) must be embedded in the presentation thus playing can be initiated within the PowerPoint slideshow. Please verify the functionality on the preview PC.
- Please test your presentation with the embedded video on the on-site PC in the speakers' lounge several hours before your presentation.
- Please consider whether your video really needs any sound – if not necessary, mute the video as to avoid unnecessary information in your presentation

Sound (if you really must and it adds to the presentation)

- Sound clips (e.g. animal vocalisation) must be embedded in the presentation thus playing can be initiated within the PowerPoint slideshow. Please verify functionality on the preview PC.
- Please test your presentation with embedded sound on the on-site PC in the speakers' lounge several hours before your presentation.
- Please consider whether the sound needs to be accompanied by a video – if not, blind the visual part to avoid unnecessary information in your presentation

Miscellaneous

- We suggest that the title or the final slide is the only one with a logo.
- Keep it simple, yet interesting. It is difficult for audiences in long sessions to absorb complex information from a slide; most slides are up for less than 90 seconds.
- Tables – if you have more than four rows or four columns, it will be difficult to read. Rounding off numbers may add to clarity. If the purpose is to show a trend or make a comparison rather than showing the precise data, it is better to show a graph or chart.
- Words written all in uppercase are harder to read.

- Have a good colour contrast between text and background, e.g. dark text on light background. If you use a dark background, make the text white or yellow (and preferable bold).
- Avoid basing a distinction solely on red vs. green on your slide; those that are colour blind might miss it.

We hope you find this information helpful, and if you have any further questions please do not hesitate to get in touch: isae2017@anis.au.dk

We look forward to welcoming you to the ISAE 2017 conference in August.

Kind regards,

From the organisers