# Guidelines for oral communications at the 7th WRFC

## 1. All oral presenters, please note:

**Duration**
- Presentations are scheduled in 20-minute blocks. The general breakdown is
    - 15 Min talk
    - 5 Min discussion time

- - You are strongly asked to plan for a 15-minute talk time so as to allow for subsequent question and answers. The session moderator will notify you when your presentation reaches 15 minutes. You will be asked to conclude at about 17 – 18 minutes and to leave the podium at 20 minutes.

- Presentations must start and end on time as stated in the final printed program during the conference. Any cancellation of talks will not affect the sequence of other talks at the conference, because talks are coordinated with other concurrent sessions.

**Presentation upload and delivery**

- - Please bring your presentation along with you on two separate USB sticks or an USB Stick and a CD Rom. Please make sure to upload your presentation to the computer in the room where your talk is scheduled using periods such as official breaks (coffee breaks or lunches). Make sure you check the functionality with the assistant in the meeting room where your talk is scheduled. There will be no chance to upload your presentation when the session has started so please upload your presentation in advance, before your talk is scheduled to avoid surprises  or last-minute complications. You may also deliver your talk already during the registration on August 31 on computers installed at the registration office.

## 2. General Instructions for Preparation of your Talk (for those presenting for the first time):

**Prepare your presentation using the program Power Point**
To ensure functionality, safe your presentation in Power Point version 2003

**General structure**
Three things shall happen during you talk:
- the speaker introduction by the session chairman (1 minute);
- the talk (15 minutes);
- and the question and answer period (5 minutes).

**Content**
A standard scientific presentation that presents empirically collected data has the following structure and is typically 13 – 15 slides long for a 15 minute talk:
- introduction (context, brief),
- study objectives (one slide maximum),
- methods (brief, one or two slides),

- results (with discussion included),
- conclusions/implications.

Objectives should be clearly stated. Avoid unnecessary detail in methods unless the methodology is the central topic of your talk. Primarily discuss your results and conclude based on your data. Conclusions should relate back to objectives described earlier.

**Visualisation**
- The standard software for visual support of talks is PowerPoint, Version 2003.
- Slides should be readable to the unaided eye. You will be speaking in a large room. Text on title slides should be restricted to 7 lines. The minimum font size should be 24 pt.
- Simple typefaces such as Arial, Tahoma, Calibri are preferable to fancy fonts such as Comic Sans. Bold type may be effective on title slides.
- Use appropriate and compatible colours for type and backgrounds and use ample contrast (e.g., light text on dark background or dark text on bright backround). Colour combinations with pleasing contrasts are highly preferable. Do not use colours you have not tested before. Avoid dark slides and overly dark backgrounds. Remember that colour blind people cannot distinguish between red and green.
- further recommendations can be found in an outstanding article accessible on the following link: http://www.wdafs.org/Anchorage2005/Powerpoint_article.pdf

**Advice on Production of Visual Graphics**
- Keep visual aids simple. Convey only one idea per table, figure, or other graphic and avoid too many details in figures and tables that cannot be conveyed in few minutes. Avoid too many detailed statistical results and use visual aids to show statistical significance. Figures usually are to be redrawn from reports or publications to increase font size and readability.

**Technical advice on Production of PowerPoint Files**
- Keep your presentation and format in power point as simple as possible to avoid hardware and software conflicts. Audio and video files, animated text, animated figures, superscripts, subscripts and unusual fonts may cause most of the problems. The standard laptops used during the conference will have Microsoft computers. There might be compatibility issues with Apple. The presenters are responsible for ensuring functionality of the presentations.

- Use Arial, Tahoma, Calibri and similr fonts for all slides. This is to prevent problems with incorrect font/character substitution that occurs when presentations are prepared in "unusual" fonts not available on the conference computers

**Further Advices**
- Rehearse your talk before the meeting to be sure that it does not exceed the allotted time. Inexperienced speaker may want to have peers evaluate your talk.
- Podium-mounted computers, lighting, and microphones are not always dependable. Be prepared to give your talk without such aids, if necessary.

Parts of the Guidelines above were taken from http://www.catfish2010.org/?page_id=141