



## Guidelines for presentations at the 60<sup>th</sup> Annual EAAP Meeting Barcelona, 24 - 28 August 2009

The following guidelines include information about the technical facilities of the conference venue, instructions for presentations, delivery of presentation materials, and some advice as regards preparation of slides, posters and papers.

After registration you should go to the Commission Desks where you should register your presence as a presenter and where you will be given further instructions. The information below will help you prepare for the meeting.

### 1. Technical information

All the lecture rooms will be equipped with laptops suitable for projection of PowerPoint graphics, data projectors suitable for computer display and a screen. Some rooms will have audio systems for microphones.

#### ***PowerPoint presentation***

The laptops will be compatible with Microsoft Windows XP Pro and Office XP – there is no Macintosh available. All presentations will be copied onto central conference laptops by our technicians and they will ensure that each presentation is uploaded into the lecture rooms. This makes it easier to keep to times set out in the conference program and also reduces any problems with room changes or technical failures. The presentation software is Power Point XP. Older versions of Power Point will be compatible, however as some formats might be lost during upgrading, please remember to save all non-standard characters by clicking the box 'Embed true type' in the options dialog box when saving your file.

Other formats for making presentations such as Overhead Projectors and Slide Projectors will not be available.

### 2. Instructions for Submission of PowerPoint (PPT) Presentations

All PowerPoint presentations must be submitted in advance to our conference organisers no later than **Monday August 17<sup>th</sup>, 2009**. Please send your PPT presentation to [cg.eaap.ppt@uab.cat](mailto:cg.eaap.ppt@uab.cat) Presentations should be clearly marked with the Session, Abstract number and First Author's name (for example: **S22\_0848\_Smith.ppt**).

**A PowerPoint Preview Room (Level 3: PPT slides room)** will be available during the entire conference with computer technicians in attendance to make any amendments and allow you to check your presentations already submitted. Please test and if necessary revise the computer presentation at least one day ahead of your oral presentation! There are limited possibilities to run laptops brought by delegates; it is strongly recommended that you use the equipment available. Any presentation on a Macintosh is only possible if the owner takes along adapters to VGA standard – the organiser does not accept responsibility for anything other than PC standard and European 220 V connections.

### 3. Poster session

You are asked to report to the Commission Desk if you have a poster to present, and in that case you will get instructions for putting up the poster. Posters will be displayed throughout the meeting and must be mounted at the latest by **Monday noon**.

A special poster session with presentation will take place on **Tuesday evening, August 25, from 18.00 to 19.30 h**. Authors of posters are expected to stand by their posters this time for discussion with delegates.

The size of the poster should be **portrait DIN A0** and not exceed a **width of 85 cm** and a **height of 119 cm**.

Your poster number will be indicated by large printed figures in the upper corner of the poster board. Poster materials should be attached to boards with pins provided by the organisers. If you have not posted a copy of your paper on the EAAP website (see below), you are requested to have handouts of your paper available for distribution on site. For more details see the conference web site.

Instructions on how to prepare a poster can be found on the next page!

### 4. Instructions for papers

An additional paper is recommended for all accepted abstracts. No specific instructions are given for writing the paper, but it should normally not exceed 5-8 pages. You can use your own framework or even provide a copy of your powerpoint / poster presentation.

EAAP offers the possibility of making the papers presented in Barcelona available on the web. Send your file (pdf format) to [mosconi@eaap.org](mailto:mosconi@eaap.org). The following rules have to be strictly respected:

1. **EAAP accept no responsibility** for the content of the papers submitted to the site. Content is entirely the responsibility of the author
2. Any correspondence on content must be conducted with the author of the paper and not through EAAP. For this reasons, all the papers must contain the e-mail address of the corresponding author
3. Papers/copies of presentations will only be accepted for the site if they are in .pdf (Adobe) format. Files in other formats (e.g. .doc, .ppt ) will **NOT** be accepted and will be returned to the author.
4. The file must **not exceed** 500 Kb.
5. The paper must contain at the top of the paper:
  - The session and abstract number of the presentation and
  - E-mail address of the author so that we can place it in the appropriate session.
  - **PDF file must be labelled with the session and abstract number and the name of the main author (for example: 22\_0848\_Smith.pdf).**
6. You can submit your paper any time from now up to 2 weeks after the meeting as an attached PDF
7. Any of the above obligation that is not respected will lead to the rejection of the paper.

## Appendix

### Guidelines for the preparation of scientific posters for EAAP meetings

The ABC of a poster is to be Attractive and Audience adapted, and also Brief and Clear in conveying the message. You need to make delegates interested to look at your poster, to read it, and to easily find the most important points or “take-home” messages.

Posters with too much information, too much colour and too much design have weak messages. A simple graph (in colour), a table or a photograph will attract and aid understanding, but too many will confuse.

#### Making the poster

- Make the poster fit the board, which will be 841 mm wide by 1189 mm long – this is the standard A0 size. Make sure to make your poster in portrait and not in landscape orientation.
- Your poster can be made as a single-sheet poster created fully on a computer (e.g. in Power Point) and printed on a poster printer, usually on paper. If the paper is covered with plastic laminate a matt surface is preferable.
- The poster can alternatively be produced as a multi-part poster, where individual elements (text sheets, figures, photos, etc) are mounted on a unifying background paper or card and split into four or maximum six segments for easy transport. The final mounting is done at the conference site where the segments are joined with wide tape on the back. Save some sheets/illustrations to mount finally to hide parts of the joints.
- The poster content is often presented in sections under headings such as Objectives, Introduction, Methods, Results and Conclusions, but you might also use more informal headings, e.g. short statements or questions. The content can be arranged in columns or rows, or in some other structure, e.g. circular.
- Each section of the poster should contain just a few important messages, written in a few words. Bullet points are easier to read and to understand than long paragraphs of text. Remember that the most important messages of the poster, e.g. the conclusions, should be placed where you think the audience will notice them best. They might also be highlighted.
- The poster title should be placed at the top of the poster, and be the same title as in the meeting program. The title should be followed by the author names and addresses. A small photo of the poster presenter near to the name(s) might help the audience know who to approach for questions and discussion.
- Text size must be large so that the poster can be read from a distance. The title should be 2.5 cm high, text about 1 cm high.
- Photocopy enlargements should be avoided as they produce poor quality
- Tables and figures should be easy to read and to understand. A written take-home message next to the table or figure might help.
- Illustrations such as photographs are useful to enhance a poster, but remember that there should be a balance between text and illustrations.

- Logos (maximum two per poster) should be discrete – this is a scientific meeting (10 cm x 10 cm maximum).
- Colours can be useful to highlight, separate, or associate information, and to “harmonise” the poster. Using too many colours might distract or give an uncoordinated effect.
- No references in the poster.

### **Remember**

Most people passing your poster are not interested in details – those who are will read your paper. Think of how much of other people’s posters you read! It is therefore advisable to have a handout of your paper or copy of your poster to distribute.

*These guidelines are abstracted from information provided at the EAAP workshops on scientific writing and presentations.*

*Further details are given in: Malmfors, B., Garnsworthy, P. and Grossman, M. 2004. Writing and Presenting Scientific Papers. Nottingham University Press, Nottingham, UK*

## Appendix

### Guidelines for preparation of slides (Power Point presentation) for EAAP meetings

Visuals should support your talk. They should thus relate to the words spoken, be seen clearly, be well organised and emphasise the important points. A visual that is overloaded or difficult to read or understand will only be distracting.

The aim is to get your message across, not to show the range of functions available in Power Point! Keep things simple for maximum impact!

#### Some rules

- Make a title slide to introduce your talk and set the scene. Put it on when you are ready to start to get peoples' attention. This is the only slide in your presentation that might have a logo.
- Headings should be short. Keep your other messages short as well. Do not write your text in sentences. Rather use key words and bullets to focus attention.
- Illustrations may help emphasising your messages.
- What to include? Consider what main points you wish to put across to the audience, and then devise slides to illustrate these as concisely and clearly as possible.

#### Too many slides?

You should have less than one slide for each minute allocated for the talk. Beware that slides that build information (e.g. by use of animation) may take you longer. Be prepared to leave slides out if time is against you. The most important slides are often at the end, i.e. the conclusions and implications. Plan your presentation so there is no risk you will need to leave out the most important slides!

#### Not too much information!

- *Keep it simple.* 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 of four columns it will be difficult to read. Tables taken straight from a journal or your paper might be impossible to read and understand in a slide. Rounding numbers may add to clarity. If the major 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.
- *Graphs and charts.* Do not use too many lines in a line graph, or bars in a chart. It might be easier for the audience to quickly see what a line represents if you put a label next to each line instead of having explanatory legends outside the graph. Pie charts can be labelled in the same way. Using different colours or shades will help distinguishing lines, bars etc. (see section “Colours”). Remember that the axes should be quantified and named.
- *Pictures and photos* will add impact and help illustrate but can be overdone. Ask yourself if they assist the talk, or are they just pretty?

## **Avoid small font sizes!**

Font size 24 is usually a minimum size for the text, but the size can preferably be larger, both in text and headings. Use fonts that have been used widely for many years, such as Arial, Verdana, Comic Sans, Times New Roman, Symbol. That reduces problems that might occur when the presentation is done in another computer than the one where it was produced. Another option is to save the file by using “Pack and go”.

Words written in lowercase letters (or with an initial capital) are easier to read than words all in uppercase.

## **Colours**

- Colour can make visuals more attractive, but too many colours in a slide can distract from your message. Text and diagrams are usually seen best on a plain background.
- Make a good contrast between text and background, e.g. dark text on a light background. If you use a dark background, make the text white or yellow (and preferably bold).
- Avoid basing a distinction solely on red vs. green; those that are colour blind might miss it.
- Choose colours, contrasts and font sizes that maximise the possibility to keep room light on during your presentation. Having the room illuminated improves contact with your audience and helps them keep awake!

## **Test**

Test your presentation in a hall to make sure it is clear for those sitting at the back of the room. As a first test, however, you can check that your slides are easy to read in PowerPoint “slide sorter view” (select zoom 100%).

## **Check**

There is usually an opportunity for you to do a final check of your slides in the Slide Reception room when you have arrived to the congress.

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*Further details are given in: Malmfors, B., Garnsworthy, P. and Grossman, M. 2004. Writing and Presenting Scientific Papers. Nottingham University Press, Nottingham, UK*