

British Mastitis Conference 2011

Guidelines for the preparation of PowerPoint presentations

FORMAT and CONTENT of PRESENTATIONS

The following points should be taken into consideration when preparing your oral presentation:

- ❖ All presentations are likely to be made to an audience of approximately 120 veterinarians, farm advisers, scientists & farmers.
- ❖ Inform the organisers of which software program and versions were used to prepare your presentation. Ideally, use Microsoft PowerPoint if available.
- ❖ All presentations will be computerised. There will be **NO slide projector or overhead projector available**.
- ❖ Try to keep the content of your slides as simple as possible e.g. bulleted lists not chunks of text.
- ❖ Try to keep the appearance of your slides simple and as consistent as possible, e.g. by use of a recurring 'style theme'.
- ❖ The wording should be large and as legible as possible.
- ❖ Consideration should be given to colour blindness when choosing colours for your presentation e.g. avoid use of red and green together on graphs.
- ❖ The colours and background of the slides have a large impact. White letters reversed out of a black background are far more effective than black lettering on a white background. Likewise, the choice of colours should be considered e.g. yellow lettering on a blue background provides a good visual effect.
- ❖ Simple and effective graphics will enhance the presentation. Information presented in the form of 'pie charts', bar charts or graphs is easier to relate to and understand than lists of information.
- ❖ Excessive use of animations (e.g. titles flying in from right & left) is **not** advised as these are distracting to the viewer and may detract from the content of the slide. If you wish to use these, please keep them as simple as possible.
- ❖ Each slide should contain only the main points that need to be conveyed. Overcrowding of the slide with tiny text should be avoided particularly if it is only to be shown for a short space of time. These main points can be elaborated upon in the talk.
- ❖ Where possible each slide should be restricted to one idea. A theme can always be enlarged with further slides, building from the original.
- ❖ Your presentation may be edited by the Conference Organisers and mailed back to you before the conference for approval.
- ❖ Handouts provided during the meeting will not be permitted as distribution is both time-consuming & distracting to the audience.
- ❖ You will be given further instructions at dinner on the evening before the conference. If you are not present to receive this information, please inform the Organisers and ensure that you are available no less than 60 minutes before the start of proceedings on the day of the conference.
- ❖ You will have the opportunity to have the use of the equipment explained before the start of proceedings on the day of the conference. All speakers are asked to meet for a speakers briefing at 8.45am on the morning of the conference.

SENDING YOUR PRESENTATION

- ❖ Email your presentation to Brian Pocknee (bovines@ntlworld.com), ideally as an attachment in PowerPoint format.
- ❖ Alternatively, please send a copy of the full presentation on a CD or DVD (ideally in PowerPoint) to Dr Brian Pocknee, 10 Thurlow Court, Glebe Park, Lincoln, Lincolnshire, LN2 4SA, UK.
- ❖ Consider sending one hard-copy of the full presentation to allow us to check that symbols, colours, etc. appear correctly. This should be printed single-sided.
- ❖ Remember to inform the organisers of which software program and versions were used.
- ❖ Inform the Organisers of any other special requirements for your presentation.

SUBMISSION DATES

Please send the FINAL presentation by the **3 OCTOBER 2011**. Do inform Brian Pocknee if this deadline can't be met.