Guidelines for oral presentations

Oral presentation slides need to be submitted in advance to the conference organisers by email (alltech@hartpury.ac.uk) no later than the 2nd May 2016.

Oral presentation slides should be produced in Microsoft PowerPoint (or a similar compatible format) and must be in landscape orientation to enable optimal viewing for the audience. Presentations should be no more than 6-8 slides in length unless the results section justifies exceeding this. Presentations should include slides with the following headings and information.

Title: The title should be descriptive, specific, and concise and should be the same as submitted on the abstract. All authors (surname, initials) should be listed, this includes the dissertation supervisor as co-author to the project and the presentation. Any affiliations must also be included; ideally through inclusion of the logos of those affiliations.

Introduction & background: including the study objectives.

Material and methods: Key information included to support the verbal dialogue. Illustrations to support this section are welcomed where appropriate.

Results: This section should illustrate all relevant results, which are to be discussed in more detail in the supporting verbal dialogue. Be accurate and consistent with units and decimal places should be restricted to two. Appropriate illustrations via the use of tables and figures to support this section are strongly encouraged. Tables should be numbered and titled appropriately and these displayed ABOVE the table. Figures also require numbering and appropriate titles and these should be displayed BELOW the figure.

Discussion and Conclusions: This slide(s) should accurately reflect the data discussed within the results slide. Clear bullet points are recommended to enable a 'take-home' message.

Application to Industry: This slide should highlight clearly how the authors interpret that these results can be applied in to industry in the short and /or long term.

General

- All presentations are to be submitted in English

- Sans serif type is typically more clean and legible (Arial or Geneva).

- Upper and lower case lettering is more legible than all capital letters.

- Graphics you project on the screen to support the spoken word should help clarify ideas, emphasise key points, show relationships, and provide the visual information your audience needs to understand your message.

- Simple graphs, charts and diagrams are much more meaningful to an audience than complex, cluttered ones.

- Keep visuals CLEAR and SIMPLE.

- Use a minimum of words for text and title frames. Five to eight lines per frame and five to seven words per line are advised.

- Vary the size of lettering to emphasize headings and subheadings, but avoid using more than three font sizes per frame.

- Try to maintain the same or similar size from frame to frame - even if some frames have less information.

- Each frame or slide should have a title.

- Use the format that matches the material you are presenting. Use a table for exact values, a graph to show relationships, a figure for a picture, and a chart for a process or sequence.

- Keep colour scheme consistent throughout your presentation so not as to distract from your message and use contrasting colours for the background and text so that the information stands out.

- It is recommended that you use your institution's template where possible; your supervisor should be able to provide you with this.

- Practice; you are presenting to an audience of your peers in a professional capacity – your presentation style and manner should reflect this.

- Run through the whole presentation with your supervisor: they can help ensure slide and verbal information is accurate prior to the conference.

- Prepare for questions and answers.

- Keep to the allotted time (10 minutes for presentation, 5 minutes for questions and answers)

Please email alltech@hartpury.ac.uk with any queries.

Like us on **Facebook**

WWW.HARTPURY.AC.UK