

ICEEP 12 (2026) INSTRUCTIONS FOR PODIUM PRESENTATIONS

Version 6-17-26

1. A presenting author affiliated with all theatre (12 minute) or poster-podium (5 minute) presentations must be registered for the conference by July 15 for the associated abstract to be included in the conference compilation and final schedule of presentation.
2. Oral abstract presentations must be **STRICTLY** a maximum of **9 minutes in duration**. There will be 3 minutes for questions. It is recommended that you have no more than 10 to 12 slides.
3. Poster-podium presentations must be **STRICTLY** a maximum of **3 minutes** in duration. There will be 2 minutes for questions. Slides must be limited to a total of 4 – one title slide, one methods slide, one results slide and one conclusions slide. Time limit will be strictly enforced to avoid disruptions to the conference schedule. Please also provide a poster to be displayed during the conference (see Poster Guidelines for details).
4. All presentations must have a title slide that includes the title of the presentation, the names of all authors and their institutional affiliations, funding sources and any disclosures or conflicts of interest that any author(s) has/have.
5. All research presentations must include: introduction (including hypothesis and/or objectives), methods (including statistical analysis), results, and conclusions (including a statement of relevance to athletic horses).
6. Only Microsoft PowerPoint projection software (for windows) will be supported. Other presentation software will not be supported and should not be used.
7. There will be single projection only and no facility for dual projection.
8. All presentations must be in English. There will not be any translation of presentations.
9. Presenters should consider the following recommendations when preparing presentations:
 - i. The presentation (PowerPoint, formatted for widescreen) should clarify ideas, emphasize key points and provide a visual display of your information. It should not contain a lot of text and the text should not be read verbatim.
 - ii. Recommend no more than one slide per minute of presentation (plus title slide).
 - iii. All slides must be easily read from the back of the room. Use fonts of 24 point and larger, and do not use “condensed” or narrow fonts (eg Times or Arial Narrow, Helvetica or similar is preferred).
 - iv. Six lines of text per slide is acceptable, 9 is marginally unacceptable, and 12 will be unreadable. Do not write everything you intend to say on the slide.
 - v. Bullet points should be a few words or a phrase, rather than complete sentences.
 - vi. Use images, graphs and figures in place of text to keep the audience interested.
 - vii. Keep graphs and images simple and clear and focused on the message. Show only one message per chart. Where appropriate always include indicators of central tendency (mean, median) AND an estimate of the variance or range (SE, SD, confidence intervals, interquartile ranges, full ranges).
 - viii. Slides should be formatted as dark writing (dark blue or black) on white or light yellow background with careful use of any other contrasting colours, OR as light (white, light yellow) writing on a dark background (dark blue, black). No slides should have dark backgrounds (red, green, dark blue, purple etc) with dark writing, figures or images. Red or green should be used with care, if at all, as 10% of people have trouble reading these colours.
10. Oral presentation considerations:
 - i. Please practice your presentation.

- ii. **FINISH ON TIME** to avoid disrupting the schedule and inconveniencing your fellow presenters and the audience.
 - iii. Thank the moderator.
 - iv. Do not repeat the title of your talk or the names of your co-authors
 - v. Speak clearly, face the audience, use the microphone, and do not rush your presentation.
 - vi. Use the laser pointer to “guide” the audience through figures and charts, but do not use it to point to words or trace sentences. Use it sparingly and only as needed to direct audience attention.
 - vii. For the Question and Answer period –
 - i. **Repeat any questions** to ensure the audience hears them too.
 - ii. Provide a short, succinct answer.
 - iii. If you do not know the answer, say so and move on the next question.
 - iv. Be polite in answering and do not demean the person who is asking.
11. A laptop will be provided at the conference onto which all presentations must be loaded – there will not be time during the changeover between presentations to permit use of personal computers.
- i. A speaker ready room will be available. Presentations must be uploaded the night before your session. Bring your presentation on a USB stick for loading by the AV operator.
 - ii. Please load your presentations as early as possible - ideally the day before you present, during a break or before the start (or conclusion of) the conference day. We will not be able to load presentations while others are delivering their talks.
 - iii. If you have embedded videos in the presentation, bring the video files as separate files in case the operator has to re-embed them.
 - iv. On stage you will have a countdown clock, foldback monitor and a clicker/laser pointer.
 - v. “Presentation View” will be available. Bring written notes if you wish.
 - vi. A lectern microphone will be provided to give your talk.