ICEEP 11 (2022) INSTRUCTIONS FOR PODIUM PRESENTATIONS

1. A presenting author affiliated with all oral (12 minute) or poster-podium (5 minute) presentations must be registered for the conference by APRIL 1 for the associated abstract to be included in the conference compilation and final schedule of presentation.
2. Oral abstract presentations should be **STRICTLY 12 minutes** per abstract presentation plus 3 minutes for questions and change over. It is recommended that you provide no more than 12 to 15 slides.
3. Poster-podium presentations should be **STRICTLY 3 minutes** per presentation plus two minutes for questions and change over. Provide no more than one title slide, one methods slide, one results slide and one conclusions slide for poster-podium presentations. 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, and any disclosures or conflicts of interest should also be added to your title slide, including funding sources.
5. All research presentations must include: introduction (including hypothesis and objectives), methods (including statistical analysis), results, and conclusions (including a statement of relevance to athletic horses)
6. PowerPoint projection software 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) 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 (total 12 slides 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 – preferred is Helvetica or similar)
    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 audience interest.
    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.   Please **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.   Bring your presentation on a USB stick for loading by the AV operator who will be available in the conference room. There <u>will not</u> be a speaker ready room.

   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 not be accessible from the stage – please adjust for this accordingly.

   vi.   You may use the lectern microphone, lapel microphone or hand-held roaming microphone to give your talk.