



Information and Guidelines for Oral Presenters

Preparing your Presentation:

- English is the official language at the Cereals & Grains 18 Meeting.
- The slide size format that should be used for this meeting is **16:9**.
- The only audio-visual presentation option is a single LCD projector for each session room. Presenters are not allowed to use their personal devices to present.
- Presenters are required to upload their PowerPoint presentations before the start of their presentation, either online through the link they are provided or onsite at the Speaker Kiosks. Upload days and times are specific based on presentation day/time and are **strictly** enforced. Speaker Kiosks are located in the King's Suite Foyer at the Hilton London Metropole.

Speaker Kiosk Schedule

King's Suite Foyer

<i>Saturday, Oct. 20</i>	<i>15:00 – 19:00</i>	<i>Sunday morning speakers upload presentations</i>
<i>Sunday, Oct. 21</i>	<i>8:00 – 9:00</i>	<i>Sunday morning speakers upload presentations</i>
<i>Sunday, Oct. 21</i>	<i>9:30 – 13:00</i>	<i>Sunday afternoon speakers upload presentations</i>
<i>Sunday, Oct. 21</i>	<i>14:00 – 18:00</i>	<i>Monday speakers upload presentations</i>
<i>Monday, Oct 22</i>	<i>7:30 – 18:00</i>	<i>Tuesday speakers upload presentations</i>

Presentation Guidelines

- Each speaker will have a pre-determined timeframe (15 or 20 minutes) for their presentation and questions
- Presenters should NOT repeat previous presentations given at AACCI Annual Meetings
- Presentations should cover the latest scientific advancements
- Ensure that the key messages are clearly delivered up front
 - The best presentations make two to three key points, loudly and clearly
- Presentations should include how this science could be used in application (e.g. the relevance to industry)
 - Dedicate a slide in your presentation that states how your evidence relates to larger picture or issues; indicate why anyone should care.
- Discuss what the evidence shows, why this work is **IMPORTANT**, and why it is **RELEVANT**
- Presentations should not cover basic overview information (e.g. basic definitions the AACCI community is familiar with; what is a whole grain, prevalence of obesity, etc.)
- No more than 20 slides per presentation.

Your Presentation

1. Select and arrange the major points in logical order.
2. Avoid excessive technical details and extensive literature citations. The presentation should explain the work in simple, general terms wherever possible.
3. Practice your delivery, ask a colleague for suggestions on improving the organization, slides, and delivery.
4. Rehearse to check the time limit including Q&A is not exceeded.
5. Don't rely on the written text of your slides while delivering your presentation.
6. Speak slowly and clearly.
7. Allow the audience time to read the text on the slides.
8. During the discussion period, repeat the question before responding so that the audience will understand the response.

Composition of PowerPoint Slides

Helpful Hints

- The slide size format that should be used for this meeting is **16:9**.
- Prepare slides that support and supplement, not simply duplicate what you are saying.
- No commercial activities or any advertising may be included in the presentation.
- A high contrast between the lettering and the background is important.
- Limit the number of words and lines to a maximum of 6 words in the title, 6 lines in height, and up to 7 words in each line.
- **Select and Simplify** - Each slide should cover one or two points. Arrange the data to fill the projection field. Keep the content of a slide simple, clear, and readily understandable.
- **Tables and Figures** designed for publication are typically unsuitable for projection with details that are often too complicated to be recognized by an audience in the limited length of time a slide is shown. Prepare your data specifically for slide projection.
- Choose the graphics most suitable for the variables concerned. Include statistics only when relevant. Uniformity in layout helps the audience to reach rapid orientation and understanding.
- We do *not* recommend including **video or other media** in your presentation. If you need to use video or other media in your presentation, please consider the following:
 - You must double-check your presentation at the speaker kiosk the day before your session, to ensure the video works on the session computers.
 - Reliable internet connectivity may not be available in the session rooms, so videos must be saved to the computer, not streamed.
 - Be aware that presentations will be in a low-light environment, which may obscure the video.
 - There will be no direct sound hook-up. If your video has sound, you will need to hold your microphone to the computer speakers while it plays. For this reason, long videos or many videos are not recommended.
 - Not all computers can play all video formats. Generally, MPG is the more acceptable media file format for replay.

Questions

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