Oral Presentation Guidelines

Submission of Presentation

Unless otherwise explicitly stated by ASBC, all Oral Technical Presenters will give their 20-minute presentation LIVE in Providence, Rhode Island.

Prior to uploading your presentation to ASBC, you must first send a draft to your moderator for review, by **Friday, May 19**. If your file is larger than 5 megabytes, please contact your moderator to make arrangements for receipt of the file.

Upload the final version of your presentation to ASBC by following the instructions below. Final presentations are due to ASBC no later than **Friday, May 19**. If you have not heard back from your moderator by then, please plan to upload onsite.

Upload Instructions (pre-conference):

1. Save your presentation with your session name and last name (ex. Hops_Smith.pdf)
2. You will be sent a specific link with login details.
3. Click on your presentation title.
4. To upload your presentation, click the red "Upload Files" button.
5. To upload your video file, if applicable, scroll to the bottom of the page and click the red "Upload a file" button, or drag and drop your video file into the big gray box.

Upload Instructions (onsite):

If you do not pre-upload, please upload your slide deck onsite at the Speaker Kiosk one day prior to your session date.

THE PRESENTATION

Note: Only LCD slide projectors will be used in ASBC technical sessions. All presentations must be formatted for PowerPoint display.

Meeting Computer

Your PowerPoint presentation will be preloaded on the meeting computer. You can review your file and/or upload a revised file to the session computer the day immediately preceding the day of your presentation. For example, if your presentation is scheduled for Tuesday, you can review your file and/or upload revised files at the Registration Desk on Monday. The session computer will not be accessible the day of your presentation.

Organizing the Presentation

In most cases, the text of a lecture prepared for oral delivery differs substantially from the published version. The resulting well-organized lecture will be easily understood by the audience.

- Select and arrange the major points in logical order.

- Avoid excessive technical details and extensive literature citations. The lecture should explain the work in simple, general terms wherever possible.
- Present your paper, do not read it.
- Speak slowly; a general rule is to allow a maximum of 80 words per minute, including the time required to display the slides.
- Allow the audience time to read the text on the slides.
- Practice your delivery, first alone, then before colleagues. Ask for suggestions on improving the organization, slides, and delivery.
- Rehearse to check that the time limit of 20 minutes (20 minutes for presentation followed by 5 minutes for discussion) is not exceeded.

Some other points to remember when preparing and/or delivering a lecture:
- Avoid the use of abbreviations.
- Avoid the use of too many numbers and statistics.
- Speakers who are comfortable with delivering a lecture without referring to the written text are encouraged to do so in the interest of a livelier presentation.
- During the discussion, repeat the question before responding so that the audience will understand the response.

In general, the lecture should explain:
- The purposed of the work
- A brief review of the methods of investigation used
- The results obtained
- The conclusions drawn, particularly, where appropriate, the possible impact on the world of practical brewing
- Suggestions as to further work

The lecture should NOT report:
- Historical information unless absolutely necessary
- Literature references
- Previous work
- Details of experimental procedures
- Intermediate results
- Details of negative findings unless they are absolutely essential to the argument

COMPOSITION OF POWERPOINT SLIDES

Slide Format and Content

- All slides must be in horizontal (landscape) format. Most conference rooms and screen dimensions are too low to accept a vertical format.
- You are required to use the official PowerPoint template provided. This template is in widescreen (16:9) format. [Download the template here](#).
- Prepare slides that support and supplement, not simply duplicate, what you are saying.
- Design slides specifically for an oral presentation. Slides prepared for journal or book publication are seldom effective and often not legible.
- Company (including non-profits) or university logos are allowed only on the first and last slides. Logos are not allowed on any other slides, including use as a faded background.

Color
High contrast between the lettering and the background is important. Use a light-color background (e.g., pale yellow) with black type. Other color combinations are possible but generally less successful. Where two or three graphs or block diagrams are presented on one slide, contrasting colors are helpful.

Lettering
Lettering should not be less than 1/40th of the height of the effective area of the slide. Limit the number of words and lines to a maximum of 6 words in the title, 6 lines in height, and 7 words in each line.

Select and Simplify
Each slide should cover one or two points. The slides should be cleared of data not pertinent to the presentation. Arrange the data to fill the projection field. Keep the content of a slide simple, clear, and readily understandable. For clarification of a complex item use a series of slides to explain the idea step by step. A series of such slides is also used in summarizing the lecture and adds to the impact of the conclusion.

Text
Text slides are appropriate for introducing the objectives of a study, definitions or quotations, chemical formula, and the summary.

Tables and Figures
Prepare tables and figures specifically for slide projection. Tables and figures designed for publication are typically unsuitable for projection. Details are often too many and too complicated to be recognized by an audience in the limited length of time a slide is shown. Parts of the lettering and drawing often become illegible when projected. Limit the number of columns to 4 and lines to 7.

Graphics
Choose the type of graphic most suitable for the variables concerned. There are numerous alternatives (see below). Include statistics only when relevant. Use the same design and labeling in all related charts or diagrams. The uniformity in layout helps the audience to reach rapid orientation and understanding.
- Pie charts illustrate the division of a whole into parts.
- Column or bar charts illustrate comparisons between groups. Limit the number of columns to 5–7.
- Use colors or shadings to differentiate columns. Columns should not be separated by the same space as their width.
- Line graphs express changing relations, especially changes against time. Limit to 2–3 curves.
- Scatter diagrams illustrate the degree of co-variation or distribution in compared groups.
- Flow charts illustrate processes, e.g., successive stages of an experimental procedure or the interaction and balance of several variables in processes.

Videos
If you wish to include video or other media in your presentation, please contact Megan Boatman (asbcmeeting@scisoc.org) for instructions. Considerations include:
- Videos must be approved alongside your PowerPoint by your moderator.
- You *must* double-check your presentation at the speaker kiosk the day before your session, to ensure the video works on the session computers.
- Bring your own computer capable of running the video, to account for possible format/codec issues with the meeting computers
- 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.