

Presenter's Guide

for the 2002 Conference on Application of Waste Remediation Technologies to Agricultural Contamination of Water Resources

FORMAT & PREPARATION

Presentations should last no longer than 25 minutes, with an additional five-minute question and answer session. In order to keep the conference on schedule, the session chair will stop presentations that exceed time limits.

Prior to the start of your session, introduce yourself to the session chair. Acquaint yourself with the lecture arena and be sure you know how to operate any equipment you will use.

STYLE

Presentations should be given in conversational style. Authors should avoid the temptation to discuss every point made in their written work. A concise summary of the major points holds audience attention better, and time is limited.

Presentation contents should be limited to the following: A concise problem statement or objective; a brief description of methods; a summary discussion of results; and a review of the conclusions. Speakers should avoid detailed information. Please put long derivations, extensive tabular data, references, and other information in proceedings manuscripts.

VISUALS

All visuals should be in the format of 35 mm slides, 8 1/2" x 11" overhead transparencies, or electronic PowerPoint 97 or 2000 files.

SPEAKER READY ROOM

A speaker ready room will be available for previewing and organizing slide presentations. A slide projector will be provided. Slide carousels will be available for checkout at the conference Registration Desk, if needed. If you wish to organize or practice your PowerPoint presentation, you may use this room as well, but must provide your own computer and projector.

Guidelines for production of visuals:

1. Limit each visual to a single concept. Use several simple visuals rather than a single complicated one.
2. Avoid visuals of tabular data exceeding three rows by three columns.
3. Avoid graphs with multiple, dependent variables, scales, or relationships.
4. When presenting multiple concepts, use a series of progressive visuals that highlight each concept individually.
5. Use titles sparingly. Titles should supplement rather than duplicate data.
6. Commercial logos and brand names should be presented only once and only for the purpose of identification.
7. Limit each visual to 15 to 20 words; include no more than you will discuss.
8. For transparencies, use a photocopier to enlarge pica or elite text by at least 100 percent.

35 mm SLIDE PRESENTATIONS

Prior to submitting your slides to the projectionist, place them in a slide tray and review them. Be sure they are all in order and properly oriented (see item #5 under Tips, below).

After your presentation, be sure to retrieve your slides from the projectionist.

Tips for 35 mm slides:

1. Use a horizontal format, 1-1/2 times wider than high.
2. Use a dark-colored background with light lettering.
3. If you need to refer to a slide more than once during the presentation, make a duplicate.
4. Plan your slides for good visual pace in your presentation. Don't leave a slide on the screen after discussing its subject. Use a tinted, blank slide for portions of your discussion when you need no slide.
5. Each slide should have a sticker or dark dot and a number indicating its sequence in the lower left corner on the side away from the screen. When you load your slides into a tray (as if you were facing the screen) place the thumb of your right hand over the dot. The slides should be upside down with the dot away from the screen if loaded properly. If so, they will project correctly.

POWERPOINT PRESENTATIONS

Instructions for electronic PowerPoint presentations

A data projector and laptop computer with PowerPoint 2000 Presentation Software will be available for use in your presentation. Please plan to use the equipment we provide rather than your own, since there will be very little time between presentations.

Please deliver your PowerPoint file (on CD-Rom, floppy disk or zip disk) to the room in which you will be speaking **on the morning of your oral presentation--between 7:15 and 7:45 a.m. on Tuesday, and 7:30 a.m.-8:00 a.m. on Wednesday or Thursday**. For afternoon presentations, please drop off your PowerPoint file in the morning or during breaks but **no later than 1:00 p.m.** An audio/visual assistant will be present to load your presentation during those times. Please make sure that sound and transition effects (animation) are turned off.

If you do plan to use PowerPoint for your presentation, it would be helpful for us to know this in advance so that we can plan our staff accordingly. Please contact Ellen Stauffer, estauff@ksu.edu or 785-532-2562, to let her know.

Backup presentation aids

Please **be prepared** with back-up 35mm slides or overhead transparencies in case of difficulties with your electronic presentation. This will avoid delays and will allow us to keep the conference on schedule.

IF YOU NEED ASSISTANCE

Prior to the conference, contact Ellen Stauffer, estauff@ksu.edu or 785-532-2562, if you have questions.

If you need assistance at the conference, contact the audio/visual assistant in your presentation room or request assistance at the Registration Desk.