



# Free paper presentation guidelines

Please read the following guidelines carefully prior to preparing your free paper presentation.

## GENERAL GUIDELINES

- Use the speaker portal to complete your list of tasks by the respective deadlines. If you have not received your login information to the speaker portal, please email us at [abstracts@wfh.org](mailto:abstracts@wfh.org).
- Please respect the amount of time allotted for your presentation. The chairperson will give you a warning 1 minute prior to wrap up. **When you reach the end of the time allotted for your presentation, the session chair will request that you end your presentation.**
- Presentations must be given in the order listed in, as per the official program. You will not be able to switch times with another speaker.
- It is strongly recommended you carry a backup copy of your presentation in case of emergency, but please understand that only the files you upload to the **speaker portal** will be prepared and accessible for you in the meeting room. Presentations cannot be uploaded directly in the session room.

## PRESENTATION GUIDELINES

### Content of presentation

- Each speaker must include a **disclosure slide** at the start of their presentation. A disclosure slide template is available for download in the speaker portal.
- You will be presenting a summary of your research with results and conclusions as applicable. This should be directly related to the information as submitted in your abstract.
- Keep the description of the methodology as brief as possible. A clear message conveyed to the audience is essential to ensure they benefit from your research presentation.
- For the question & answer period, try to anticipate possible questions and have answers ready



## Speaking format

1. Opening remarks - to establish contact with the audience and explain why the topic is important
2. Purpose of presentation - to inform audience of the perspective you are going to offer on the topic of your talk
3. Steps of presentation – to enable audience to grasp the structure of your talk and aid their understanding of it
4. Main body of presentation -- logically arranged with adequate detail or examples to back up your main points
5. Recommendations
6. Summary of key points – to provide a clear reminder of the areas addressed

## PowerPoint guidelines

- Please estimate approximately 1 slide per minute, excluding your title and acknowledgement slides.
- All presentations are to be submitted in PowerPoint 2010 (or greater) for Windows.
- Make sure your slides are sized for On-screen Show with the orientation set at Landscape. Format is 16:9 (wide screen).
- Use only standard PowerPoint fonts: Arial, Impact, Tahoma, Trebuchet, Comic Sans. Avoid Times New Roman or other serif fonts.
- The print on a slide should be legible without magnification, suggested font sizes: slide titles - 40+ points, bulleted text - 32+ points, other text - 28+ points. Use the same for (imported) tables.
- Use contrasting colors for good legibility: White or bright yellow text on black or dark blue background, or vice versa. Avoid red or green text as it does not show well on the projection screen.
- Avoid busy backgrounds and lengthy or animated slide transitions.
- Import pictures and photos in standard formats: .jpg, .gif, or .tif.
- Evaluate the size of scanned images you import. Your image resolution doesn't need to be higher than your computer screen.
- To help simplify slides consider the following:
  - Convey only one main idea per slide
  - Use pictures, simple diagrams, graphs or tables where possible rather than text
  - Do not to exceed six lines, or 45 characters and spaces per line