

Agricultural Research Forum 2009

(Incorporating Irish Grassland and Animal Production Association Research Group, Soil Science Association of Ireland, The Irish Tillage and Land Use Society, Irish Agricultural Economics Society)

Guidelines for Presentations

Theatre (Oral) presentations

Authors are advised that presentations can only be made using PowerPoint. Please email your PowerPoint presentation to Ann Gilsean (ann.gilsean@teagasc.ie) 1 week before the conference clearly indicating the session of your presentation. Also bring a copy of your presentation with you on a USB key.

10- Minutes Oral presentation

- ◆ Each presenter has 10 minutes for presentation and 4 minutes for questions and discussion
- ◆ Make a title slide to introduce your presentation and set the scene. If you must use a logo use it on this slide only
- ◆ Headings should be short- do not use sentences
- ◆ Consider the main point you want to convey to the audience and then devise PowerPoint slides to concisely and clearly achieve this
- ◆ Keep slides simple - avoid too much information.
- ◆ Tables should have not more than 4 rows x 4 columns (i.e. 4 x 4, 4 x 3, 3 x 3 etc)
- ◆ Graphs should have no more than 2-3 lines. Use different colours where possible and label axes. Photos may be useful but avoid overuse.
- ◆ Avoid too many slides. Ideally have one slide for each minute of your presentation (10-11 suggested)
- ◆ A plain background is best for text and diagrams. White or yellow writing on a blue background or black on a white background are the easiest to read. Avoid the use of pink.
- ◆ Avoid small font sizes
- ◆ Test your presentation to make sure it is clear from the back of a large hall
- ◆ Remember the slide should compliment the Presentation.
- ◆ Aim to get your message across-not demonstrate how good you are with PowerPoint.

3-Minute Oral presentations

There will be no Poster Presentations in 2009. Instead authors are asked to present a 3-minute oral summary of their paper. Each presenter is asked to highlight what is new and exciting on his or her study. Use **not more** than 4 PowerPoint slides – including:

1. Title Slide,
2. Materials & Methods
3. Results
4. Conclusions.

Please follow the guidelines above when construction your slides. There will be **no questions** at the end of each 3-minute presentation. **The 3-minute time for each short paper will be strictly observed by the chairperson of the session.**

Michael G. Diskin February 2009