

INSTRUCTIONS FOR PRESENTERS - NZPPS CONFERENCE

Speakers will each be allocated a 12-15 minute slot, during which they will present their talk in **7-8 minutes**. The remainder of the time will be used for introduction of the speaker by the chair and questions/ discussion of the work presented. PowerPoint files should be handed to the **co-ordinator** well before the session or emailed to Trevor James (see below) in the week before the conference. Speakers should meet the **chairperson** of their session (these will be named in the programme) at the tea or lunch break prior to their session. At this time, speakers should also take the opportunity to familiarise themselves with operation of the facilities.

The only method available for presentation of visual aids in support of your paper is computer aided data projection. MS PowerPoint is the standard presentation package used by most CRIs and many private companies and this is the programme that will be supported at the conference. A laptop computer running MS PowerPoint will be available for use along with a CD drive and an XGA resolution (1024 x 768 pixels) data projector. Guidelines for incorporating pictures into the data show are given below. Due to the pressure of time and numbers, presenters cannot use their own laptops.

Some fundamental rules for clarity in presentation include:

- Clear and concise messages
- Maximum of 5 – 7 points per screen
- Large, bold and contrasting lettering
- Uncluttered slides

Things to avoid are:

- Too many points per screen
- Small print
- Photocopying or using large complicated tables and figures
- Using only a small part of the screen

Further suggestions on presentation:

- For clear and concise messages, use bullet points and keywords. Bullet points can be built to come up one at a time and previous points fade in colour.
- Use large, bold and contrasting lettering. Most audiences can read your text if it is 24 points, but try for larger (28 or 32). Use a sans serif font such as Arial for clarity, do not use all capitals, make all print **bold** and ensure that your print has good contrast with you background over ALL of the screen. This can be a problem with graded backgrounds.
- Use simple, uncluttered slides. Avoid detailed or picture backgrounds that will distract the viewer. These, along with some company logos, waste space and sometimes confine the area of “useable” slide to less than 50% of what would normally be available. Therefore use simple and plain (can be graded) backgrounds and small logos wherever possible.
- Builds can be used to great effect in building diagrams, tables, graphs, etc. point by point and are recommended. Animations can also be useful in getting a point across. Use of fancy transitions and other gimmicks tend to be a distraction and certainly a time-waster. These should be avoided unless they are designed to reinforce a particular point.

Use of pictures in a datashow:

- Use only JPEG (.jpg) and GIF (.gif) formats. JPEGs for colour photos and GIFs for line art and coloured drawings. These are internet standards due to their efficient compression (resulting in small files) and excellent quality. JPEGs use 16M colours and GIFs 256 colours, hence their different uses.
- All your photo manipulation should be done with formats that are not compressed (such as TIF or BMP). When the picture is as you want it, convert it to JPEG for insertion into PowerPoint (because the image is saved within the PowerPoint file in its smaller compressed format).
- Ensure the picture is the correct resolution. Anything above this is redundant and wastes space. It also slows down your presentation (sometimes presenters push the button twice in their impatience and finish up skipping a slide). The projector we use can project at XGA resolution. That is 1024 x 768 pixels. Therefore your “picture size (inches)” x “resolution (dots per inch, dpi)” should equal 1024 pixels (across) or slightly larger.
- For example, if you are scanning a 35 mm slide (1.4 inches across) then it needs to be scanned at $1024 \div 1.4$ or 731 dpi. Remember to take any cropping of the picture into account.
- If you are scanning a standard print (5 inches across) then it should be scanned at 205 dpi to get optimum resolution and fill the whole screen.
- For vertical format pictures or pictures that will not fill the whole screen, you will have to do your own calculations. The bottom line is the final file size. With a JPEG the picture file should be no larger than 350 kb. Anything larger and you have redundant information.
- An exception to all of these rules is for black and white line art. You need to scan these at 300+ dpi so the black lines are smooth and not jagged. You will need to experiment with this one as it depends on the thickness of the lines.

For further information on presentation facilities or more detail on use of pictures in computer presentations, please contact Trevor James:

trevor.james@agresearch.co.nz or phone (07) 838 5275.