



Annual Meeting Platform Presentation Guidelines

GENERAL RULES

- You **MUST** be registered for the meeting in order to make a presentation.
- An invitation to present a paper does **NOT** mean that SETAC Europe will provide financial support.
- Electronic PowerPoint or PDF presentations are the **ONLY** accepted medium for the platform presentations. The electronic projection equipment provided in each room will include a computer equipped with Windows XP and PowerPoint 2007. It is highly recommended if you are a Macintosh user to test your presentation on a PC to verify it converts to WINDOWS format accurately. There will **NOT** be any MAC equipment available.
- Computers in the session rooms will have a wireless internet connection.

PREPARATIONS

- The presentation of a slide talk or computer presentation is quite different from the presentation of the same information in a journal article. Keep in mind that in a slide presentation, you have only **20 minutes including Q&A**.
- A slide presentation should include a title slide, a slide stating the question or hypothesis to be addressed, and a slide describing the overall approach you used to address the question. A "methods" slide should be included but should never include the details of the method unless the purpose of the talk is to describe the method. The next several slides should present the results obtained, and a final slide should give the conclusions of the study.
- Lettering and numbering on your PowerPoint presentation must be readable from the back of the room. Text should not exceed 8 lines.
- An effort should be made to reduce clutter on PowerPoint slides. Prepare your slides to communicate ideas, not details. If attendees want details, let them ask you in the Q&A period.
- Graphs are best used to convey trends, comparisons, and relationships. A table in a published article is much too detailed for a slide presentation. Take the time to think through what conclusion you want to present from the table and present the least amount of material you can to communicate that idea. A graph or photograph may better communicate your data.
- Use horizontal position (landscape) for all PowerPoint slides.
- Pre-meeting rehearsal by presenters is a must to ensure that speakers finish within the allotted time and the take home message of the presentation is clear. Review your presentation on a different machine from which it was originally prepared to ensure the backgrounds, transitions, video clips, graphics, and linked images appear properly.
- Presentation upload:
 - Upload your presentation **by 16:00 the day before your presentation**. You should also upload any movie or audio files that you want associated with the presentation. The file size limit is 75MB. Instructions for upload will be provided to the main author in an e-mail by early May.
 - Preferably upload your presentation well before the meeting. You have the option to delete and reupload files if you make changes to your presentation prior to the meeting. At the meeting you can upload your presentation at the presentation upload desk, next to the registration desk. At the registration desk, SETAC staff is available to assist with the upload if necessary.
 - For questions regarding uploading files contact jason@setac.org.
 - Unless you object, all presentations will be accessible to the public for a period of 3 months after the meeting. Your permission will be asked during the upload process.
- Please bring a backup of your Power Point presentation to the meeting on a USB Memory Device.

AT THE MEETING

- Have your presentation uploaded via the web by 16:00 the day before your presentation is scheduled. Uploaded presentations will be downloaded on the computer for you before the session starts.
- Be in the session room at least 20 minutes before the beginning of your session and introduce yourself to the Session Chair. Provide appropriate, concise biographical information to him/her for your introduction.
- **Stay on schedule.** You have been allotted 20 minutes - including discussion - for your presentation (note that timing may be different for special sessions, i.e. those abstracts with a session code starting with 'SS'). The Session Chair has been instructed to require all speakers to adhere to this limit. Plan for 15 minutes for the presentation and 5 minutes for discussion. A general rule for the amount of slides to be presented is one per minute available presentation time.

Should circumstances prevent you from making your presentation, you must arrange for a substitute to present your paper and you must notify the SETAC Europe office immediately by sending an e-mail to barbara.koelman@setac.org.

You may not be allowed to present at the next meeting if you cancel without reason or are a no-show.

SETAC Europe

Avenue de la Toison d'Or 67 b6, B-1060 Brussels, Belgium

Tel: +32-2-772-72-81 / fax: +32-2-770-53086 / email: setaceu@setac.org / web: <http://www.setac.org>