

HAWAI'I AGRICULTURE CONFERENCE

AG2019

GUIDELINES FOR ORAL PRESENTATIONS

*PLEASE READ CAREFULLY to ensure that your presentation goes as planned with no technical issues.
Also read "INSTRUCTIONS FOR MODERATORS, ROOM MONITORS & SPEAKERS"*

GENERAL SESSION ORAL PRESENTATIONS:

- 1) **GENERAL SESSION** oral presentations are scheduled to be a total of 20 minutes. Each presentation is limited to 15 minutes of presentation time plus 3 minutes of Q&A and 2 minutes for transition time (exact timing may vary based on assigned session – you will be notified if your presentation time changes).
- 2) **ROOM MONITORS** will hold up signs to indicate when **SPEAKERS** have five minutes and then one-minute remaining in their presentation and when their time is up.

FORUM AND SYMPOSIUM PRESENTATIONS:

- 1) **FORUM and SYMPOSIUM** presentation times are determined by your session moderator. Please communicate with them in advance and plan accordingly.
- 2) **ROOM MONITORS** will hold up signs to indicate when **SPEAKERS** have five minutes and then one-minute remaining in their presentation and when their time is up based on the allotted amount of time.

IMPORTANT INFORMATION FOR ALL PRESENTERS:

- All presenters must register online by July 31, 2019 (presenter deadline) at: <https://www.hiagconference.org/register.html>.
- You may not change the time or venue of your presentation.
- Hawaii'i Convention Center computers using Microsoft Office 2016 will be provided at each podium. These computers do not have a CD/DVD drive. **If you choose to use your own device, make sure it has an HDMI output.**
- Avoid using embedded audio or video if possible. If you do embed audio or video, please inform the MEDIA TEAM at the time you submit your presentation in order to ensure that the audio and video are linked when transferred to the HCC computers.
- Please label your PowerPoint presentation file as: "Lastname_firstname_briefdescription.ppt"
- Print a hard copy of your presentation in advance in the event of technical difficulties.
- **Submitting your presentation:** Bring your presentation to the conference on a USB media storage device OR submit your presentation via the Google Drive link that will be provided prior to the conference. All presentations must be submitted to the MEDIA TEAM at least 2 hours prior to your presentation time. Please discuss any potential problems or special needs concerning your presentation with the MEDIA TEAM.

- **Preparing to present:** Check in with your session moderator and room monitor 20 minutes before the beginning of your session to become familiar with the presentation instructions. Also check in with your designated MEDIA TEAM member near the podium. Your presentation will be loaded and ready to go in the right order. The MEDIA TEAM member will ensure everything is running correctly. The moderator will introduce and close your presentation. **You should only have to use the arrow keys to change slides. The MEDIA TEAM member will do the rest. Refrain from making other adjustments and always ask the MEDIA TEAM member for support.**
- **Meeting Room A/V Set-Up:** Each room will have a podium, podium microphone, computer (loaded with session presentations), laser pointer, and projector/screen or monitor. Some rooms will also have a panel table.
- **Expectations During Conference:** **PLEASE SEE “INSTRUCTIONS FOR MODERATORS, ROOM MONITORS & SPEAKERS”**

TIPS FOR PREPARING AND MAKING ORAL PRESENTATIONS

- Keep your visual aids simple. Try to convey only one idea per table, figure, or title slide. Slides should be readable to the unaided eye. Keep text on slides restricted to 6 lines.
- Use Arial or Times New Roman fonts for all slides. This is to prevent problems with incorrect font/character substitutions that occur when presentations are prepared in fonts not available on the conference computers.
- BIG IS BEAUTIFUL and easy to read when speaking in a large room. Use 24-point font or larger.
- Also remember to use appropriate colors for type and backgrounds. Color combinations with pleasing contrasts are preferable. Do not use colors or images that you have never tested before in an actual presentation (i.e., don't assume that what you see on your computer will be what the audiences sees on the projected screen).
- Remember to keep your presentation simple so as to avoid hardware and software conflicts.
- **Tailor your presentation to the audience as precisely as you can.** The conference is attended by agriculture professionals, farmers, policy-makers, students and the general public. Scientific terms and acronyms specific to your discipline should either be avoided or explained in detail during your presentation.
- **Formulate your key messages.** Put the spotlight on your message -- make sure you are clear and concise about what you want the audience to know after your presentation.
- **Keep to the time allotted.** Practice your presentation beforehand to ensure that it does not exceed the allotted time. *(A 15-minute talk is roughly 6 typed pages {double-spaced, 12 pt. font, 1" margins} and no more than 20 single-message slides).*

Thank you for participating as an oral presenter.
Questions? Please contact Director@agleaderhi.org, 808.224.6444.