



ICEL 9 Utrecht 2023 – INSTRUCTIONS FOR ORAL PRESENTATIONS

1. A presenting author affiliated with an oral presentation **must be registered for the conference. If a co-author wants to present, please inform the organization asap.**
2. For full podium 12 minutes presentations:
 - i. Oral abstract presentations are **STRICTLY** limited to **10 minutes** plus 2 minutes for questions and change over. It is recommended that you provide **no more than 10 to 12 slides**.
 - ii. All presentations must have a **title slide** that includes the title of the submitted abstract, the names of all authors and their institutional affiliations, and any disclosures or conflicts of interest, including funding sources.
 - iii. All research presentations must include: **introduction** (including hypothesis and objectives), **methods** (including statistical analysis), **results**, and **conclusions** (including a brief statement of relevance to the selected research category). Keep in mind that not everyone in the audience is an expert in your field of research.
3. For short podium presentation (2min) plus poster.
 - i. Make sure your poster is uploaded correctly. Check the e-poster website for more information <https://icel2023.epostersubmission.com/home.seam>
 - ii. Short oral abstract presentations are **STRICTLY** limited to **2 minutes**. It is a very tight schedule so please stick to this time, otherwise you will be disrupting the presentation of your colleagues.
 - iii. Questions should be answered during the poster sessions. It is recommended that you provide **no more than 2-3 slides**.
 - iv. The goal with these short presentations is to allow authors to captivate interest in their posters and therefore, should be as condensed as possible. Please focus on your main findings and main message to the audience as there is not enough time to explain your entire experiment, methods and results in full detail.
 - v.
4. A laptop for PowerPoint projection software will be supported. You will not be allowed to use your own laptop as this can cause disruptions of the live stream and cause delays to the program. Other presentation software will not be supported and should not be used. Presentation mode should be set to 16:9 to make use of the whole screen.
5. There will be one larger screen on the stage, and multiple screens across the room. To ensure the audience can read your slides, please avoid slides with small text and videos should be played in full screen mode.



6. All presentations must be in English. Presentations will not be translated.
7. Presenters should consider the following recommendations when preparing presentations:
 - i. The presentation (PowerPoint) should outline the motivation, emphasise key points and provide a visual display of your information. It should not contain a lot of text and the text should not be read verbatim.
 - ii. It is recommended to prepare no more than one slide per minute of presentation (total 10 slides plus title slide).
 - iii. All slides must be easily read from the back of the room. Use fonts of 24 point and larger, and do not use “condensed”, narrow, or unusual fonts (e.g. Times or Arial Narrow, Comic Sans or cursive fonts – preferred is Helvetica, Arial or similar).
 - iv. Six lines of text per slide is acceptable, 9 is marginally acceptable, and 12 will be unreadable. Do not write everything you intend to say on the slide.
 - v. Bullet points should be a few words or a phrase, rather than complete sentences.
 - vi. Use images, graphs and figures in place of text to keep the audience interested.
 - vii. Keep graphs and images simple and clear and focused on the message. Show only one message per chart. Where appropriate always include indicators of central tendency (mean, median) **AND** an estimate of the variance or range (SE, SD, confidence intervals, interquartile ranges, full ranges).
 - viii. Slides should be formatted as dark writing (dark blue or black) on white or light yellow background with careful use of any other contrasting colours No slides should have dark backgrounds (red, green, dark blue, purple etc.) with dark writing, figures or images. Red or green should be used with care, if at all, as 10% of people have trouble reading these colours. Keep the design simple; it should not distract from the content.
 - ix. Avoid using abbreviations which are not commonly known or make sure to explain them during your talk.

Oral presentation considerations:

- x. Please practice your presentation.
- xi. Please **FINISH ON TIME** to avoid disrupting the schedule and inconveniencing your fellow presenters and the audience.
- xii. Thank the moderator after his/her introduction.
- xiii. Do not repeat the title of your talk or the names of your co-authors.
- xiv. Speak clearly, face the audience, use the microphone, and do not rush your presentation. Remember to explain what can be seen on graphs (e.g. which data, units of y- and x-axis, etc.).
- xv. Use the laser pointer to “guide” the audience through figures and charts, but do not use it to point to words or trace sentences. Use it sparingly and only as needed to direct audience attention.
- xvi. For the Question and Answer period:
 - i. **Repeat any questions** to ensure the audience hears them too.
 - ii. Provide a short, succinct answer.
 - iii. If you do not know the answer, say so and move on to the next question.
 - iv. Be polite in answering and do not demean the person who is asking.

Technical considerations:

1. A laptop will be provided at the conference onto which all presentations must be uploaded – there will not be time during the changeover between presentations to permit use of personal computers.
2. Save your presentation in PowerPoint format. Before sending, please test if the presentation is working on a different machine and that the videos are properly embedded in your presentation. Please do not use videos from URL links such as Vimeo or Youtube.
3. To ensure your presentation ends up in the correct session, name your presentation with your last name and initials, followed by the title of your abstract (don't need to use the full title). Example: Clayton H Effect of noseband tightness on facial pressure during standing and chewing.pptx
4. **Submit your presentation well in advance.** We will be **unable** to load presentations while others are giving their talks. Send your presentation to icel9@uu.nl using a file transfer service such as wetransfer. Please indicate in the message Subject, the same name as the presentation (I.e., your last name and abstract title)
5. If for any reason you are not able to send the presentation as described above, please contact the organization in advance.