

Oral Presentation Instructions for Catfish 2010

Presentation Format

To begin with, all oral presentations will be required to be in MS PowerPoint format (.ppt or .pptx extensions only), developed with PowerPoint 2003 or newer. All presentations will be run on Windows Vista laptops that we provide at the symposium. All presentations will be given using MS PowerPoint 2007. With today's technology and cross-platform compatibility, there should be no reason that you cannot build your presentation so that it will run seamlessly with this Operating System and hardware. If for some reason you feel you cannot work within these sideboards, you should contact me immediately so we can try and resolve any issues you might have. PowerPoint presentations built on a Macintosh in MS Office should be totally compatible, but if you have concerns, please contact me early and we can get things worked out.

Flash Drive

Secondly, you will need to bring your presentation to St. Louis on a USB flash drive – no exceptions. I would be totally pleased to get your presentations early via email, and in fact that would make my job a whole lot easier, but I would still ask that you play it safe and bring your presentation on a flash drive – just in case. All presentations will need to be loaded well in advance of your actual time slot – preferably the day before. Again, I'm happy to receive your PowerPoint files in advance as this will give me more time to get everything lined out in advance of the symposium and will give me the chance to identify any potential problems.

File Size

If your presentation exceeds 10MB in file size, you should consider compressing your graphics to screen resolution (150 ppi in PowerPoint 2007) if possible to reduce your overall file size. Gigantic files sometimes run more slowly. *CAUTION*: Before you do this, make a backup of your original file. Reducing file size could potentially affect the functionality of animations that you have in your presentation. For more information on how to compress your graphics in PowerPoint 2007, see the Microsoft link below, or email me back and I'll walk you through it. It's extremely simple.

<http://office.microsoft.com/en-us/powerpoint/HA101922001033.aspx>

Animations

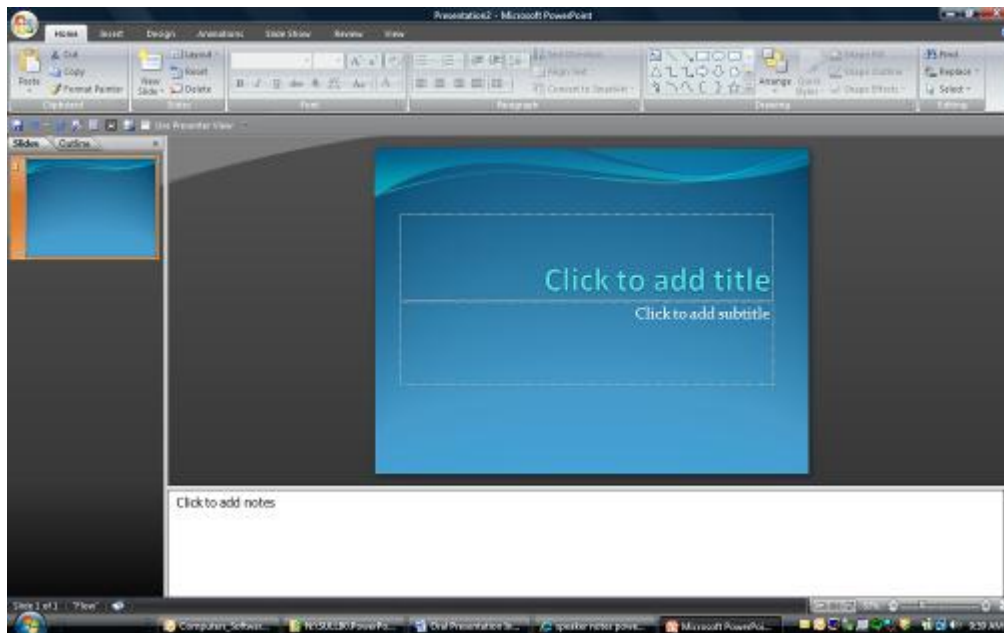
Speaking of animations, this is probably one of the biggest problem areas that people experience when giving oral presentations. In a nutshell, try to avoid adding a lot of animations. Fancy animations are NOT a better solution when presenting at a symposium. The audience typically prefers to have a straightforward and simple presentation of the information that you want to share. Impress them with your data and your conclusions, and don't bother trying to impress them with words and phrases that fly all around the screen. Generally, these are more annoying than they are helpful. Not only that, they sometimes make your file size unmanageable.

Video

PLEASE: If you intend to utilize any video within your PowerPoint, I will need to talk to you individually so we can test run anything that you are planning to use. I've secured the necessary converters from the hotel A/V company to handle video, but embedded or linked videos are especially problematic and these will require individual attention. If you intend to utilize any video, your presentation will need to be pre-loaded at least 24 hours prior to your time slot.

Presenter View

We will be utilizing PowerPoint Presenter View for Catfish 2010. If you are not familiar with Presenter View, let me explain how it works: Presenter View will allow you (the presenter) to view your personal notes on the laptop in front of you at the podium - while the audience sees just your presentation up on the big screen. This is a really slick tool that should help you to prepare, and gives you the option to have notes or easy-to-follow outlines right at your fingertips as you are giving your presentation. To take advantage of this feature, you should consider adding speaker notes below each slide where needed. Adding speaker notes simply requires that you drag the bottom of your slide (in Normal View) up slightly to expose the Add Notes Area (see below)



Please understand that you don't have to use speaker notes, but this option will be available to you. For this to work, we will have the session laptop right on the podium in front of you. You will be able to move through your slides more easily without having to use a remote control. If you are a "roamer" and prefer to be out away from the podium, we will have remotes available for you but this will obviously limit your access to personal notes.

For specific information on Presenter View and how it works, please access the Microsoft Site link below and view the top portion of the page.

<http://office.microsoft.com/en-us/powerpoint/HA103606031033.aspx>

That's it for now. If you have questions on any of the guidelines given above, or questions related to something that I have not addressed, please contact me and I'll be happy to help find the answer for you.

Don't forget to check back on the website often http://www.catfish2010.org/?page_id=141

I'm looking forward to a fabulous symposium and thanks so much for your willingness to present.

Kevin Sullivan

A/V Chair

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