



## 23<sup>rd</sup> Annual Conference of the European Cetacean Society

Istanbul, Turkey, March 2-4, 2009



### **GUIDELINES FOR SPEAKERS**

---

#### **The conference audience**

There will be over 300 people from over 20 countries present. In such a group, there will inevitably be a wide range of interests and previous knowledge, and a wide range of experience in listening to talks in English. Please consider this and remember the most important rule of all.... Speak loudly and not too quickly.

#### **Length of talk**

Talks should last no more than 15 minutes (apart from invited talks which are 30 minutes with 10 minutes for questions) and 5 more minutes will be available for questions. Please make sure people do have time for questions at the end of your presentation (do not exceed 15').

This is stating the obvious, but try to arrange what you have to say in a logical sequence, for example: background, objectives, methods, results, discussion, conclusions.

The conclusions (the "take-home message") are the most important part - do not find that you spend so long in the introduction and methods that you have to rush at the end. The best way to make sure the timing is right is to practice!

#### **Equipment**

Given the need to move promptly from one talk to the next, there will only be one computer used (with, of course, a backup!). That computer will be set up with *Microsoft PowerPoint 2007* and *Acrobat Reader*. It can read all earlier versions of *PowerPoint* and has a number of 'translators' for other similar programs (please check with the organisers that your program is compatible).

Please bring your presentation on a memory stick or CD / DVD to the person in charge of computers (see organizing staff) when you register if your presentation is planned on the first day. If your presentation is on the second or third days, make sure you bring it not later than the coffee break of the half day preceding your talk.

#### **Visual aids**

When preparing a slide/overhead the following rules are a useful guide:

- (1) Do not use a typeface below 14pt and preferably use 16pt or above;
- (2) If you use colour then restrain your more 'creative' urges! Ensure a good contrast between the text and the background (light background with dark lettering or dark background and light lettering);
- (3) Simple graphs often convey data in a more easily understood way than a table - but again ensure that the font size is large and that the message is not obscured by the detail;
- (4) Do not try to squeeze too many slides into your talk. In general, a 15-minute talk should not have more than 15.

(5) If you need to link to a video or audio sequence, make sure it will work:

(a) Make sure the audio/video sequence doesn't need some obscure software that only you have – if in doubt, check with the organisers

(b) Make sure you bring it along with the talk!

(c) Make sure the “link” to the audio/video is set up in such a way that it will still work if the material is transferred to another computer – for example, there is a good chance of going wrong if you keep the talk and the video in different directories

(d) Ideally, test it after it has been loaded onto the conference computer and before your talk!

(6) If you have GIS graphics, make sure their appearance doesn't depend on having ARC fonts available on the conference PC!

(7) Avoid use of copyrighted images unless you are the copyright holder or have permission to use them.

### **Conclusion**

The most important rule is show respect to your audience and recognise their different linguistic and scientific backgrounds. It is not fair to yourself or to them if your talk is spoiled because it is rushed or if the slides/overheads cannot be read. We've all been to talks and lectures that were poor - learn from their mistakes - and remember to smile!