# ASTA PRESENTATION GUIDELINES

Preliminary copies of presentations should be sent to ASTA for pre-show promotional information as soon as they are available. Final show presentation slides are due in the ASTA office by **January 31, 2020 and should be emailed to [jcrouse@betterseed.org](mailto:jcrouse@betterseed.org).** If your presentation is larger than 8 MB in size, however, please send it to the email address above using an online tool such as DropBox.

**When preparing your slides:**
-Remember, the purpose of visual aids is to *aid* the ideas and data in your presentation.  They are meant to support and enhance your speaking; not to repeat your entire presentation. Please do not plan a presentation where you are reading bullet points from each slide. Consider a graphics-only presentation or very limited text except where absolutely necessary to get your data across.

-The conference rooms used at the ASTA meeting can be large.  In our largest ballroom, the distance from the last row to the screen averages 140' with a screen size of 12'x12'.  This means your slides should be kept simple to be legible from the back of the room.

-Please notify ASTA if your presentation has been created on a Mac or if it is an older version of PowerPoint. Also please notify us if your presentation includes a video file or if you are using another presentation platform, such as Prezi or Keynote. Please utilize the 4:3 screen aspect ratio when creating your slides, to the extent possible.

-If you would like to preview/rehearse your presentation, please arrive to the meeting room by 30 minutes prior to the start of the session (not the start of your own presentation time within the session).

**Template Guidelines/Presentation Tips:**
To provide uniformity in the presentations, please keep these Power Point guidelines in mind:

- Use no more than four (4) bullet points per slide and no more than five (5) words per bullet.
- If you are using photographs and/or videos in your presentation, photos should be embedded within your PowerPoint presentation file and not linked to them from an external source. Videos must reside in the same folder as the presentation slides when they are being transferred from your computer to the show computer at the conference.
- If you are using special fonts in your presentation, they may not translate exactly to the show computer as they appear on your computer. In order to preserve your fonts, it is recommended to also provide a backup PDF version of your presentation so that our a/v crew can see how the fonts should appear.
- For charts or graphics, do not use red on green, green on blue, or red on blue.  30% of your audience will have trouble seeing these color combinations.

- You will speak from a podium or stage approximately 20' from the screen.  Please do not plan to use a laser pointer as it will be very inaccurate from this distance.
- Please do not feel that you must stay at the podium; a lavalier microphone can be provided in order to enable a more animated presentation style.
- There will be a monitor at the podium on the stage for you to see your slides as you present them, and you will be provided a remote mouse with which to advance your slides yourself. However, the slides are actually running from a show master computer; the actual laptop from which slides are running is not at the podium.
- Within each session, all presenters' slides will be strung together into one long presentation for ease of transition between speakers, with an ASTA logo slide in between each set of slides. When it is your turn at the podium, simply advance the slides forward one and your slides will appear. Please do NOT hit the space bar or touch any keyboard buttons.
- Sessions are being recorded, including the question and answer period. When presenting, be sure to speak approximately 6 inches from the microphone, speaking directly forward so that none of your words are missed. During the question period, your session moderator will ensure each question is repeated into a microphone if it has not been initially asked into one; if this step gets missed at any time, please repeat the question for the audience before answering it.
- Question cards will be distributed amongst audience members in addition to wireless microphones for the question period. Questions will be posed according to what audience members have written on cards and/or what they ask directly into a microphone. If there are any questions that you would prefer not to answer, or questions that you would like to have asked, notify your session moderator prior to the start of the session so that he/she can help to screen your questions for you.