



# Oral Presentation Guidelines

## Upload Your Presentation

Oral Technical presenters must upload their presentation file to the [Conference Harvester](#) through their presenter tasks or plan to arrive 20 minutes before their scheduled presentation time to upload the presentation file on site.

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## THE PRESENTATION

### Organizing the Presentation

In most cases, the text of a presentation prepared for oral delivery differs substantially from the published version. The resulting well-organized presentation will be easily understood by the audience.

- Select and arrange the major points in logical order.
- Avoid excessive technical details and extensive literature citations. The presentation should explain the work in simple, general terms wherever possible.
- Present your paper, do not read it.
- Speak slowly; a general rule is to allow a maximum of 80 words per minute, including the time required to display the slides.
- Allow the audience time to read the text on the slides.
- Practice your delivery, first alone, then before colleagues. Ask for suggestions on improving the organization, slides, and delivery.
- Rehearse to check that the time limit of **15 minutes** (12 minutes for presentation followed by 3 minutes for discussion) is not exceeded.

Some other points to remember when preparing and/or delivering a presentation:

- Avoid the use of abbreviations.
- Avoid the use of too many numbers and statistics.
- Speakers who are comfortable with delivering a presentation without referring to the written text are encouraged to do so in the interest of a livelier presentation.
- During the discussion, repeat the question before responding so that the audience will understand the response.

In general, the presentation should explain:

- The purposed of the work
- A brief review of the methods of investigations used
- The results obtained
- The conclusions drawn, particularly, where appropriate, the possible impact on the world of practical brewing
- Suggestions as to further work

The presentation should NOT report:

- Historical information unless absolutely necessary

- Literature references
- Previous work
- Details of experimental procedures
- Intermediate results
- Details of negative findings unless they are absolutely essential to the argument

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## COMPOSITION OF POWERPOINT SLIDES

### Slide Format and Content

- We encourage use of the Cereals & Grains slide template.
- All slides must be in horizontal (landscape) format. Presentations should be given in widescreen (16:9) or regular format (4:3).
- Prepare slides that support and supplement, not simply duplicate, what you are saying.
- Design slides specifically for an oral presentation. Slides prepared for journal or book publication are seldom effective and often not legible.
- **Company (including non-profits) or university logos are allowed only on the first and last slides. Logos are not allowed on any other slides, including use as a faded background.**

### Select and Simplify

Each slide should cover one or two points. The slides should be cleared of data not pertinent to the presentation. Arrange the data to fill the projection field. Keep the content of a slide simple, clear, and readily understandable. For clarification of a complex item use a series of slides to explain the idea step by step. A series of such slides is also used in summarizing the presentation and adds to the impact of the conclusion.

### Text

Text slides are appropriate for introducing the objectives of a study, definitions or quotations, chemical formula, and the summary.

### Tables and Figures

Prepare tables and figures specifically for slide projection. Tables and figures designed for publication are typically unsuitable for projection. Details are often too many and too complicated to be recognized by an audience in the limited length of time a slide is shown. Parts of the lettering and drawing often become illegible when projected. Limit the number of columns to 4 and lines to 7.

### Graphics

Choose the type of graphic most suitable for the variables concerned. There are numerous alternatives (see below). Include statistics only when relevant. Use the same design and labeling in all related charts or diagrams. The uniformity in layout helps the audience to reach rapid orientation and understanding.

- Pie charts illustrate the division of a whole into parts.
- Column or bar charts illustrate comparisons between groups. Limit the number of columns to 5–7.
- Use colors or shadings to differentiate columns. Columns should not be separated by the same space as their width.
- Line graphs express changing relations, especially changes against time. Limit to 2–3 curves.
- Scatter diagrams illustrate the degree of co-variation or distribution in compared groups.
- Flow charts illustrate processes, e.g., successive stages of an experimental procedure or the interaction and balance of several variables in processes.