

Food and Agricultural Research and Extension Institute

ASEF 2: Conference Guidelines for presenters (Oral and poster)

Registration:

- Conference Registrations starts as from 08:30 am on 12 October 2023.
- At the registration desk you will receive your conference badge, the conference folder, abstract book, conference program.
- During the 2 days of the conference, the registration desk will be opened from 8.30 am and assist you at all times.
- You will receive lunch voucher which you will need to hand over to the restaurant staff when getting your lunch.

Speaker Guidelines for Oral presentation:

- Please be informed that there may be slight changes in the program due to unforeseen reasons. So please be available at the starting time of the conference on the day of your presentation.
- Each speaker will have 20 minutes for presentation.
- Please plan your talk for 15-18 minutes to allow for introduction and Q&A.
- In order to keep track of time, please ensure that you start and end your presentation on the times indicated in the schedule.
- The preferred medium for presentation is English but French is acceptable.
- Presentation should be submitted in PPT Format.
- Ensure that your visuals are clear and relevant to the topic.
- Submit your presentation slides by Monday 9 October
- Bring with you a copy on flash drive or storage device to the event.
- If you have made any changes to the presentation that you have submitted, please inform the organisers on the day of your presentation.
- Please check and make sure that your presentation, visuals or audiovisuals are working properly before the session starts.
- The conference venue will be equipped with projector, screen, laptop, slider with pointer, cordless mike, desktop mike, basic sound system.
- Use of personal laptops are not recommended to avoid any delays in the time schedule
- Windows/PC system will be used. Users of MAC should assure compatibility of their presentation with the conference system used.

Powerpoint slides preparation for Oral presentation

1. Ensure your presentation is easily readable

2. Use appropriate colours for text and background
3. Recommended font size and type: 36pt or bigger for headings and 24pt or bigger for body text; Arial and Sans Serif.
4. When using Italic fonts, ensure they are big enough to be readable from the distance.
5. As a guide, use 6-8 bullet points or sentences per slide
6. Avoid using slide animations
7. It is recommended to use a maximum of 15 slides per presentation
8. Keep your slides and presentation simple, clear, concise and coherent
9. Illustrate major points
10. Slides are meant to serve as guide and are not to be loaded with every detail of what you have to say.
11. Ensure your slides have been carefully reviewed at your end and are free of grammatical and spelling errors

Presentation

1. Do not spend more than 1 minute per slide
2. Speak slowly, clearly and loudly
3. Practice, practice and practice with attention to the content and time; to deliver a better presentation
4. Each session will be awarded the session's best presentation. The following criteria will be used to evaluate each presentation.
 - Preparation (Delivery, Organization, Timing) (15)
 - Content (50)
 - Visual Aids (20)
 - Ability to Ask and Answer Questions (15)

Posters

- All posters should be based on the abstract that has been accepted by the Organising Committee with respect to the following: *The title, author and coauthor names and the institution(s)*
- All posters will be allotted with a poster number
- The poster number will be available at the Registration desk and in the conference program
- Posters will be displayed according to the assigned number
- Presenters must locate their assigned poster display number and fix their poster 1 hour before the poster session starts
- Boards will be provided for the display
- Materials and assistance will be provided for fixing posters on boards
- Presenters must be available next to their posters to provide explanations to viewers during the poster session
- The posters will be displayed during the 2 days of the conference
- Presenters must take back their posters at the end of the conference

Poster Dimensions and format:

- Poster dimensions: A1 international paper size (23 x 33 inches or 60 x 85 cm)
- Place the title at the top
- The title, author and coauthor names and the institution(s) should be placed at the top
- Use short sentences, simple words, and bullets to illustrate your points or take-home message
- Keep texts to a minimum
- Include graphics, charts and photos
- Use high resolution photos
- Avoid overloading your poster
- Use the following as indication: 20% text, 40% graphics, 40% space

For any questions, please send mail to asef2@farei.mu