

## ORAL Presentation Preparation

Please read this entire message. It contains very important details for Oral Presenters.  
You do not need to reply to this message unless you have a question.

**>Contact us immediately if you are NOT going to attend and present this abstract<**

This message is intended to help you prepare your PowerPoint presentation so that it is in the correct format when you turn it in to be loaded to the onsite computers. We appreciate your attention to these details, which will enable the program to run as smoothly as possible.

### KEY POINTS:

- 1) Save your file to a USB. Use the 16:9 Widescreen format for your slides.
- 2) Name your file correctly: [LastName]\_[AbstractNumber]\_[SessionNumber]  
(see **\*\*NAME THE FILE\*\*** below)
- 3) Do not have any other files on the USB
- 4) Turn it in EARLY at the Speaker Room desk
- 5) Pick up your USB after your presentation is finished from the Speaker Room.

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Presentation Title: [PaperTitle]

Session Name: [TopicTitle] (Session #: [SessionNumber])

Session Date: [SessionDateFormatted]

Time Assignment: [PaperTimeMilitary]

(Please note that some presentation time assignments have changed slightly due to necessary schedule adjustments.)

### LANGUAGE:

All abstracts must be presented in English -- the official language of this conference.

### LENGTH OF PRESENTATION:

A total of 15 minutes has been allocated for each talk (unless you receive different instructions from your Session Chair). It is recommended that the talk be no longer than 12 minutes, allowing 3 minutes for questions and discussion.

### SYSTEM REQUIREMENTS:

- The onsite computers use MS PowerPoint 2010 format or more recent versions for computer projection.
- If you use an older version of PowerPoint, be aware that some graphics, colors or fonts may change.
- You need to save your PowerPoint file to a USB ("thumb drive") to turn in.
- Presentations created on a tablet or mobile device must be downloaded to a USB.

## **USING VIDEOS IN YOUR POWERPOINT PRESENTATION:**

### **If you use a PC or MAC system:**

- The best video format to embed in PowerPoint is **WMV or MPEG-1**. As WMV is the authentic Windows Media format and MPEG-1 is standard for video and audio compression and can playback on any computer system. WMV video embed in PowerPoint 2010 or later can playback on any Windows system computer.
- To embed video into PowerPoint without any trouble, convert videos to MPEG-1 using any video converter you wish.

### **If you use a MAC system to create your PowerPoint:**

- You need to save ALL portions of the PowerPoint to a FOLDER which will contain your PPT, Images & Video files in one place. This FOLDER needs to be copied to the USB that you turn into the Speaker Room.
- Photos should be saved to a format that is compatible on both MAC and PC.
- All portions of your MAC PowerPoint presentation must be saved in this FOLDER format, so that the onsite PC computers will be able to open your PPT files and link any images or videos.

## **FORMATS NOT PERMITTED:**

- You may not connect your laptop, mobile device, USB directly to the session room projector.
  - You may not use "QuickTime" or other video formats as they may cause your PPT file to not work properly on a PC.
  - You may not use PowerPoint slides that open to a video player.
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## **\*\*NAME THE FILE\*\***

Please name your file with ONLY the following 3 items:

(1)AuthorName\_(2)Abstract#\_(3)Session#    - - use an UNDERSCORE between each item.  
NO dashes, periods, slashes or spaces, please.

The name of the file for this presentation should look EXACTLY like  
this> [LastName]\_[AbstractNumber]\_[SessionNumber]

If you are presenting more than one talk, name EACH file on the memory device accurately.

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SAVE YOUR POWERPOINT PRESENTATION ON A MEMORY DEVICE THAT YOU CAN TURN IN AND LEAVE WITH OUR STAFF (ie: USB/FLASHDRIVE).

- We recommend that you open the file to make sure it is saved correctly.
- We also recommend that you save a BACKUP COPY of your presentation on a separate device.

**VERY IMPORTANT!**

PLEASE DO NOT HAVE ANY OTHER FILES ON THE MEMORY DEVICE, so that our staff can quickly find the file.

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The SPEAKER ROOM will be located near the Registration Desk area with plenty of signage to direct you to the exact location.

**PLEASE TURN IN YOUR POWERPOINT PRESENTATION TO THE SPEAKER ROOM 24 HOURS IN ADVANCE OF YOUR PRESENTATION TIME.** This preparation time is very important so that the program can proceed smoothly. Due to the large volume of presentations, the preparation staff requires this time to prepare the computer projectors. You may not take your USB memory device directly to your session room. If you arrive less than 24 hours in advance, please take your USB memory device to the Speaker Room as early as possible - do not delay!

**THE MEMORY DEVICE MUST BE READY TO LEAVE WITH THE SPEAKER ROOM STAFF.** You cannot edit or download your PowerPoint file in the Speaker Room. Computers will not be provided for editing purposes.

Please pick up your memory device immediately after your presentation from the Speaker Room.

Conference Management cannot be held responsible for lost or unclaimed memory devices.

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**CERTIFICATE OF PARTICIPATION:**

A "Certificate of Presentation" will be prepared for Presenting Authors. We will email your Certificate before the last day of the conference to the email on file during abstract submission. You can check at the Registration Desk where we emailed your Certificate. Certificates will not be physically mailed.

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Your preparation and cooperation are greatly appreciated. We are looking forward to a very successful conference!

Thank you for supporting AQUACULTURE 2022.

We look forward to welcoming you in San Diego!