



Guidelines for Submitting Presentation Information and PowerPoint Presentations

We need your abstract, bios
and photo by June 10!

Presenter,

Thank you for agreeing to make a presentation at the International Conference for Avian Influenza and Poultry Trade. We have a [website for the conference](#) that includes information on the program, contacts, and location. The website will include updated attendee lists with email addresses should you wish to communicate/collaborate with other speakers.

Presentations

Currently the country overviews on Tuesday and Wednesday will be 20 min with 5 min question and answer session immediately following the presentation. The host hotel provides the computers and projectors for the conference. Bringing your presentation on a USB flash drive will work well. If you wish to provide us your presentation prior to arrival, we can download them to the conference website prior to and/or following the conference, with your permission.

Turn in your PowerPoint presentation early! You can email your ppt file ahead of time, or see one of the facilitators at the registration desk **at least two-hours PRIOR to your presentation time** (see page two for suggestions on how to improve your PowerPoint presentation).

Deadlines – June 10, 2015

Please provide your abstract, biography, and photo (if you want) along with any additional information you might want to share at the conference by June 10, 2015 to Carol LoSapio at Carol.LoSapio@aphis.usda.gov, and/or <mailto:Julie.Gauthier@aphis.usda.gov>.

Abstracts

We ask that your abstract submission be limited to 250 words including presentation **title**, **author(s)**, **institute(s)**, and **abstract** text. Please submit your information using a standard text editor (i.e., Microsoft Word). We will post abstracts on the conference website as they become available.

Biographies

We believe it will enhance the networking before, during, and after the conference if the speakers provide a short biography of no more than 200 words, including a photo, if possible. These will also be posted on the conference website as they become available.

Additional HPAI material

We are also encouraging participants to submit any documentation on avian influenza or poultry trade activities and occurrences they would like to share during the breakout session discussions. We can post them on the website and/or make copies available during the conference.

Thank you for your assistance in these preparations, and for your contribution to making the conference a success.



Keep your Audience Engaged
and Informed!

Tips to Help Improve Your PowerPoint Presentations

[Click here to
access the
conference
website](#)

Use the PowerPoint template posted on the [conference website](#) for your PowerPoint presentation. This template includes a master slide with the conference artwork in the upper right-hand corner and the conference sponsor logos across the bottom of each slide.

There is a title slide, a bullet slide, a blank slide and an ending slide for questions.

1. **Remember**, PowerPoint is designed to ENHANCE your presentation, not BE your presentation.
2. Don't READ your slides! Know your topic and material so you can present with ease.
3. Keep it simple and concise.
 - a. Limit each slide to one idea
 - b. Use bullet points to cover parts of each idea
 - c. Use your slides as an outline to prompt you
4. Bullets: keep each bullet to 1 line, 2 at the most
 - a. 6 words per line
 - b. 6 bullets per slide
5. Use photos (not clip art) and illustrations to support text (i.e., charts, graphs, tables, etc.).
6. **Always** run spell check!
7. In full page view, step six feet back from your monitor – if you can't read the slide, your audience won't be able to read it either when it is projected!
8. Use a single font for the presentation. Use colors, size, and styles for impact. Suggested font sizes are titles 40 pt; body text 32 pt; bullets 24 pt.

To learn more, review the [PowerPoint Presentation Guidelines](#) for some great examples and do's and don'ts.

Keep these tips in mind when you prepare your next presentation!

For some great tips on working with PowerPoint 2010 check out this [Quick Reference Guide](#)

Located on the [conference website](#) you will find

- PowerPoint Presentation Guidelines (*.pdf)
- PowerPoint template for the conference (*.ppt)
- Link to a PowerPoint Quick Reference Guide (hyperlink)