



Speakers Guide

This guide is designed to assist authors/presenters in fulfilling this obligation. A successful presentation must:

- Stimulate interest
- Transfer ideas and concepts
- Apply the learning to professional practices
- Summarize, confirm knowledge transfer, and evaluate

Expectations

- Most presentations are approximately 15 minutes with a 5-minute Q&A per presenter per session for a **total of 20 minutes** (i.e., 3 presenters in a session will each present for 15 minutes, and the remaining 15 minutes of the session will be the Q&A for all presenters in the session). Moderators are instructed to stop presenters if they go over time.
- Every slide should be fully readable from the back of the room. This means that the smallest character on an 8.5"x11" sheet for computerized projection should be at least 28-point type.
- *Slide format for live, in-person presentations will need to be in 16:9 wide screen format.*
- Arrive before the session begins and become familiar with the location and meet with your Moderator.
- Turn your slides in to the ABSA Office on or before October 3rd. This ensures proper formatting and ease of transition during the scientific program. No changes will be accepted after the October 3rd deadline.
- Focus only on topics essential to achieving your stated objective. Narrow and deep is better than broad and shallow.
- **Presenters are not permitted to sell, promote, or otherwise give significant exposure to any company, or organization's material, products and/or services.**
- Presenters must present their presentation in English.

Apply the Learning to Professional Practices

Your priority in delivering your presentation is to ensure the learning objective is met. This means attendees will not only recall the new information or knowledge you've shared, but they will be able to **APPLY** it in professional practice. This is the ultimate resulting value for them.

- Begin with a prepared and confident delivery. Once you have prepared the content and visual aids, you must prepare for an effective delivery. The following suggestions will help assure success:
 - Practice, practice, and practice! Check your timing – it will be critical.
 - Unless otherwise stated; presentations are approximately 15 minutes with 5-minute Q&A (at the end of all session presentations) for a total of 20 minutes. If you run overtime, the Moderator WILL cut you off.
 - Prepare detailed notes with highly legible font (ALL CAPS HELP), double- or triple-spaced.
 - Don't memorize your talk, but you should know your talk well enough that you will be able to go ahead in case the lights are too dim to see your notes, the podium or microphone are not what, or where you expected, you lose your notes, etc.
 - Ensure notes have well-marked cues for visuals, summation, and transitions for each sub-topic.
 - Number the sheets and do not use clips or staples, so that each page lies flat for easy turning.

- Use numbered slides and make notations regarding any animations or annotations you plan to make for each slide
- Use the microphone properly. If you are not sure you are being heard, check with your moderator. Be careful to speak so that your voice is directed toward the microphone.
- **It is important to make your presentation less about all you know, and more about what attendees can learn and do because of how you delivered it.** Here are some tips:
 - When responding to attendees' responses during the Q&A Session, repeat the question asked and **use balanced feedback.** Acknowledge, in a positive way, how their perspective may be logical and offer the correct response while explaining why it is preferred or more accurate. An example of this technique is, "I can see why you would prefer to take that additional precaution. While more time consuming, it is a required procedure for your facility, in which case you must adhere to it. In accepted general practice the process would be which is adequate for satisfying regulatory and scientific recommendations."
 - Have full knowledge of the content of the presentation and answer every question pertaining to the material. Respect each question asked and if the question is difficult to answer let the participant know you will get back to them.

Summarize, Confirm Knowledge Transfer, and Evaluate

Your presentation delivery should always culminate in a review and summarization of all the key points into one "big picture" and a call for action. ABSA evaluates every presentation to validate knowledge transfer. By measuring what we produce and deliver, we continually implement improvements and additional value.

As a speaker/presenter, your role includes ensuring every participant achieves the course objective and inspiring them to apply what they learn as a result of the presentation.

Attendees' evaluations of the speaker will include the following criteria:

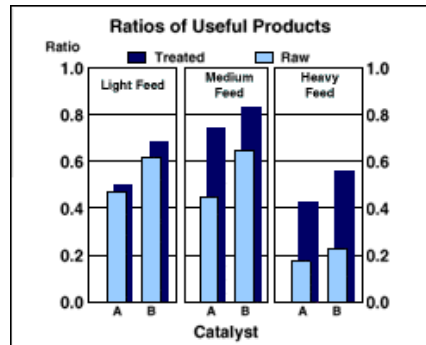
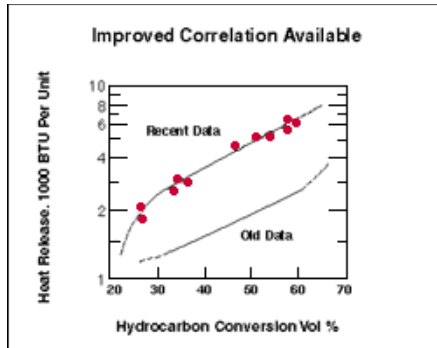
- Speakers' knowledge, organization, and effectiveness
- Overall satisfaction with the program content
- Addressed stated learning objectives
- Presented without commercial bias

Blueprint for Effective Presentation Design

Lettering Guide

- The legibility of a PowerPoint slide is determined by the letter or line size, density (or opacity) and contrast of tone of the artwork. Remember... only the speaker can control these factors.
- *Slide format for live, in-person presentations will need to be in 16:9 wide screen format.*
- **Every slide should be fully readable from the back of the room. This means that the smallest character on an 8.5"x11" sheet for computerized projection should be at least 28-point type.**
- Leave space -- at least the height of a capital letter -- between lines.
- Avoid using **yellow** as it is difficult to read from a distance in the conference hall.

Stimulate Interest



Know your audience. ABSA's conference attendees typically include experienced, knowledgeable safety professionals. Don't repeat the basics unless your presentation is specifically intended for newer or less experienced professionals. Your audience will be interested in news about the latest ideas, insights, trends, findings, and solutions.

- Be sure the title and objectives are **accurately stated**. No matter the quality of your presentation, if the title is misleading, you will fail to stimulate your audience's interest. Make sure the attendees clearly understand what knowledge, skills, or competence they will acquire as a result of attending your presentation.
- Plan to encourage attendees to further explore your topic in discussions regarding experiences, challenges and shared expertise. **Make their learning experience personal.**

Transfer Ideas and Concepts—Begin with a good presentation design

Organize your presentation in a logical, clear, and concise progression:

- Provide an overview with high level statements, facts, and concepts
- Transition to details, examples, models and stories – especially the stories. Stories leave a long-lasting impression
- When your presentation is based on a specific project and outcomes, organize your content to answer the following questions, with emphasis on the first and last:
 - Why was the project undertaken?
 - What was done?
 - What was learned?
 - What does it mean?
- Appeal to different learning styles. Design your presentation with a balance of lecture, opportunities for reflection, discussion, and feedback.
- Focus only on topics essential to achieving your stated objective. Narrow and deep is better than broad and shallow.
- Plan for opportunities to expand, citing new issues or developments and stick to your topic.
- Check your content for accuracy, never generalize and be prepared to substantiate your theory.
- Coordinate your visual aids with your presentation (See examples in **Types of Visual Aids-Illustrations** shown below)
 - Be selective in the use of PowerPoint slides, using them only for emphasis or illustrative purposes – not as prompts or speaker notes
 - **Avoid being a 'voice-over' to a slide show.**
- An informal, first person, conversational style is usually most effective. Use short words, active verbs, simple sentences, and terms your audience can readily understand. Avoid jargon, highly specialized vocabulary, acronyms, and unfamiliar abbreviations.

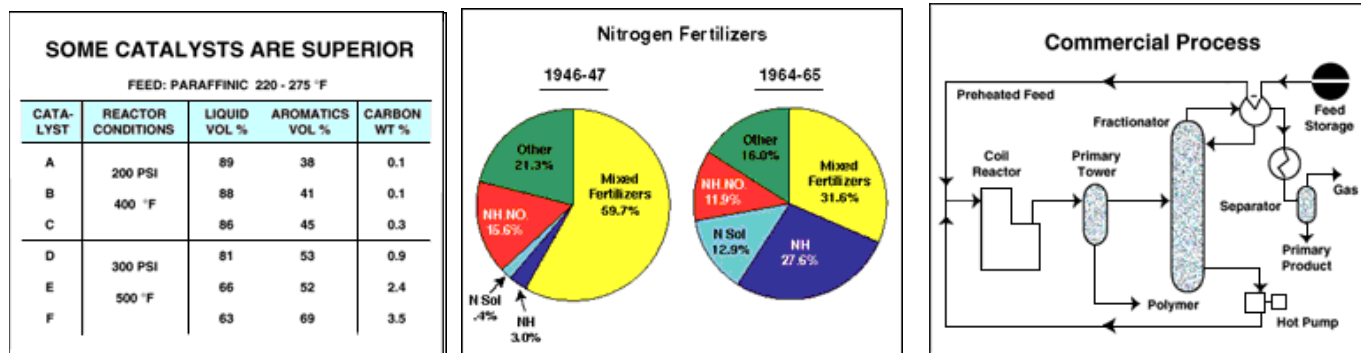
Types of Visual Aids—Illustrations

Line graphs to show trends - An effective line graph that carries few words and can be quickly understood. Label the scales in units to avoid excessive zeroes in the scale numerals.

Bar graphs to compare magnitudes - Subdivided bars easily show component magnitudes. Distinctive hatchings and colors speedily tie together related concepts.

Pie graphs for relative portions of a whole - A well-planned pie graph that does double duty--it both gives absolute magnitudes and compares the relative portions.

Chemical structures, reactions, and mathematical expressions tend to lead to overcrowding; use more slides with less on each - A structure slide that gains clarity by omitting the hydrogen atoms. To be easily legible, subscript, and superscript characters must be no smaller than the smallest capitals permissible.



Schematic drawings and simplified pictorials should be shown with only the required part(s) and detail - In schematic diagrams, use heavy ruling for main flow lines or other items deserving emphasis. Omit valves, pumps, exchangers, etc., unless they are to be mentioned.

Tables should be clear, to the point, and not too busy or complicated. Avoid unnecessary data. Be sure that all information is readable - Brief headings and rounded numbers are best in tables. Rulings with light-weight lines may be used if it will enhance readability.

Slide Quality

Sub-standard slides are a common problem that can completely negate an otherwise good presentation. Some of the common pitfalls are:

- **Illegibility** - Be sure the print on each slide is bold enough and large enough to be legible from any place in the room. Legibility will be increased if there are contrasts in brightness and tone between illustrations and background. Color combinations that increase visibility include white on medium blue, black on yellow: Never use black on a dark background or red and green next to each other.
- **Overcrowding** - Avoid crowding too much material onto one slide. Keep slides simple, with plenty of open space. An uncluttered appearance is essential. Eliminate irrelevant data.
- **Confusion** - This stems from failure to arrange legends for quick comprehension of graphic or tabular data. Limit the message to seven lines, or less. Tables should be simple with **no more** than 3-4 columns and no more than 5-6 **rows**.

- **Wrong medium** - Don't use tabular data, for instance, when a simple graph will do. (See Types of Visual Aids – Illustrations shown above)
- **Too many slides** - Concentrate on the most important information. Spend at least 1 minute per slide. If the contents are not important enough to spend time on, it probably should be eliminated or incorporated into another slide.
- **Slide background/Coloring** – avoid using light colored backgrounds with light colored print. Yellow is not a legible from a distance in the conference center.

ABSA International Policies and Procedures

Commercial Promotions

Presenters are not permitted to sell, promote, or otherwise give significant exposure to any company, or organization's material, products and/or services. Contact ABSA International if more information is needed.

Copyright

The contents of any presentation and audio-visual materials shall neither infringe upon a valid copyright, violate an individual's right to privacy nor defame or slander any person(s), corporation, or other entity.

ABSA Event Code of Conduct: ABSA International is committed to providing an environment that encourages the free expression and exchange of scientific ideas and promotes respectful treatment for all participants. All participants are expected to treat others with respect and consideration, follow venue rules, and alert ABSA staff or security of any dangerous situations or anyone in distress. ABSA International prohibits and will not tolerate any form of harassment or bullying at its events. Harassment is unwanted and unwelcome attention or other conduct that creates an environment where a reasonable person would feel unwelcome, intimidated, excluded, or abused. Harassment based on gender, race, religion, national origin, age, marital status, personal appearance, sexual orientation, gender identity or expression, disability, political affiliation, and any other personal characteristic is strictly prohibited. This policy applies to all attendees, speakers, exhibitors, contractors, volunteers, and guests at ABSA events. If a participant experiences or witnesses' harassment, he/she should contact ABSA staff as soon as possible or contact security if they feel unsafe. All complaints will be responded to promptly and treated seriously and, to the extent possible, confidentially. ABSA expressly forbids any retaliation against individuals for reporting harassment. In the event that an individual knowingly provides false information regarding a harassment situation, ABSA may take similar disciplinary action. ABSA will accept and investigate all complaints of harassment and investigations will be conducted in an unbiased manner. All complaints will be responded to promptly and treated seriously and, to the extent possible, confidentially.

ABSA Inclusion Statement: In alignment with our core organizational values, ABSA encourages positive connections between biosafety professionals, scientists, governmental/nongovernmental organizations, and the public. It is our organization's policy to administer all activities without discrimination on the basis of age, gender, race, religion, sexual orientation, national origin, disability, marital/familial status, and veteran status. These practices extend to all aspects of ABSA's activities and to all roles within the association (e.g., member, ambassador, employee, mentor, sponsor, and vendor).