

## **NZARES Conference Presenters Information**

### **Presentation Timeslot**

A draft program showing the date and times for presentation of each contributed paper has been placed on the Conference website [www.nzares.org.nz](http://www.nzares.org.nz).

Please note that these dates and times are subject to change. A final program will be available with the pack at the Conference.

Your presentation has been allocated 25 minutes, which consists of 15 minutes for your presentation and 10 minutes for questions. Between each presentation five minutes is allowed for moving between rooms. Be sure to structure your presentation so that it fits into this timeframe, as times will be strictly enforced by the chair of each session.

### **First time presenters**

The Society offers a prize for the best first time presenter, determined on the basis of the presenter's clarity of delivery and quality of work. If this will be your first presentation at an NZARES Conference, please notify the chairperson of your session prior to session commencement.

### **Full Paper**

To ensure more widespread distribution of contributed papers, **electronic versions of papers are required to be submitted at the Conference**. Papers from this year's Conference will be hosted on **AgEcon Search**, an open-access web site. The site is supported by the American Agricultural Economics Association. The site is an archive of working papers, journal articles and Conference proceedings. The database is searchable and full text papers in PDF format are available for free. Authors retain copyright.

**Papers are to be submitted in PDF format** and **must** be accompanied by a cover page which includes:

- Conference Name
- Year
- Paper title
- Author(s)

**Please also bring 20 hard copies of your paper to the Conference.**

Under this system, it is possible that your paper may be "out of stock" by the time you present your talk. If you consider this to be a problem, you could retain say 20 copies of it for distribution at your presentation, and return any unclaimed copies to the Papers area after that.

### **Audio Visual Facilities**

All rooms will be equipped with electronic data projection facilities and an overhead projector. Slide projectors will not be available.

• If you wish to present your paper using an electronic data projector, **please make sure that your presentation is fully loaded on the computer in the break prior to your session.**

### **Biographical Details**

In order for the session chair to introduce you appropriately, **please prepare a short biography with background information about you (50 words) and hand it to the chairperson prior to the commencement of your session.**

### **Last Minute Changes**

The Organising Committee would like to ensure that the Conference runs as smoothly as possible. To assist us with this objective, please notify the organisers if circumstances prevent you from presenting your paper at your allotted time.

## **Tips for New (and Old) Presenters**

### ***Do not present your written paper verbatim***

Explain the information in your own words without resorting to reading.

### ***Use only speaking time allocated***

Time your presentation to ensure that you do not run out of time and that you allow time for questions. Make sure you allow the audience time to absorb any visual information that you show.

Pauses are well received.

### **Tips for Overheads and PowerPoint Presentations**

- Use the same font throughout
- Limit lines of text to six per slide
- Use key phrases only, not lengthy text
- Focus on one point at a time
- For complex issues, build up slide content one item at a time
- Break up complex information into two or more slides
- Avoid extreme contrasts, for example light or white backgrounds for slides. For electronic data projectors, light text (yellow or white) on a dark background (dark blue) works best.
- Keep graphs and tables simple - round off numbers to 2 significant figures, start axis at zero and don't overlay too many lines.

Here's another set of tips from another source:

#### ***1. Keep it Simple***

Unless you really have to include a lot of information on the slide, make sure you have no more than 12 lines of text, (preferably six) including the title. With graphs, try and keep the data points to a max of 15 with no more than 3 series. Remember, slides are meant to summarise what you are saying, not repeat what you've already said. If you are really worried that they might not take in everything, give your audience handout notes. Whatever you do, don't go overboard on special effects. For slide transitions, keep them to two different types, and build text the same way every time. Decide what you want and stick to it.

#### ***2. Think Colour***

You have a colour medium, use it wisely. If you use light backgrounds, use dark text and graphics. Alternatively, if you use dark backgrounds, use light text. In most cases highlight your heading in a bright bold colour like Yellow or Gold, with you

body text White. This way you'll never lose. Make whatever sort of background you like, as long as the text or graphic is easy to read. (No Small Red text!)

### **3. Fonts**

Keep text to a standard font style. Use fonts like Arial or Times. They are easy to read and are standard on every computer. If you really want to use a specific font, make sure you copy that font onto the disk along with your presentation. If you don't, it may not be on the computer that is going to be displaying your show!

### **4. Images**

Optimise your graphics for quality, size and speed. PowerPoint presentations don't need 300 dpi scans, like print work. The final resolution should be no more than 72 dpi. That's all the standard computer screen resolves to. Therefore, an image of about 15cm by 10cm, in JPEG High quality format, should be no larger than about 70 - 80K in size.