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SVEPM
Guidance Notes for Speakers at
the Annual Conference
(Revised April 2022)

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Guidelines for Speakers at the SVEPM Annual Conference

1. Introduction

Many of the speakers who present work at the SVEPM annual conference are long-standing members of the Society, and are very experienced in speaking at other scientific conferences. Even so, we would appreciate if all speakers would please read the following notes, which describe the particular way that the scientific session at the SVEPM annual conference is managed.

Please note that timekeeping is especially important, and whether you are a professor or a first-year research assistant, the same rules will be rigidly enforced to ensure fairness to all those who are to speak after you.

If you are not an experienced speaker, please feel free to contact your session chair or any of the Committee members for further help and advice. If they are unable to help you themselves, they will be able to put you in contact with someone who can.

Please note: As highlighted in the call for abstracts, it is expected that the first named author of the paper (the person who submitted the abstract for consideration) will present the paper.

As a consequence, last minute substitutions of speakers are generally not acceptable, and permission for substitution of presenters must be sought from the Committee well in advance of the conference. In the event of substitution, it is essential that the replacement speaker must be able to make an articulate presentation, and is sufficiently familiar with the work, so as to be able to competently answer questions from the audience.

2. The role of your session chair

The chairperson of your session is usually the same person who has edited your proceedings manuscript, which means you should already have made contact by the time you are starting to prepare for your conference talk. The session chair is your main point of contact with the SVEPM Committee, and will manage the session and introduce you to the audience when the time comes for you to speak.

Please make sure that your session chair has a complete set of contact details for you – especially mobile telephone and e-mail. This is in case we need to contact you before or during the conference. Similarly, make sure that you have the same information from your session chair.

3. Time and date for your talk

The time and date for your talk are shown in the programme that was sent to you in the pre-conference mailing. This is a final draft of the timetable and although it is possible that amendments may have to be made, such amendments are very rare.

Please note: If there are any restrictions as to particular days that you will be unable to attend the conference due to other commitments, please let your session chair know as soon as possible, as this will help in the event of last-minute alterations.

4. Introduction to you and your talk

Please supply by e-mail an appropriate short introduction of yourself to your session chair **before the 21st of March** (see form at the end of this document).

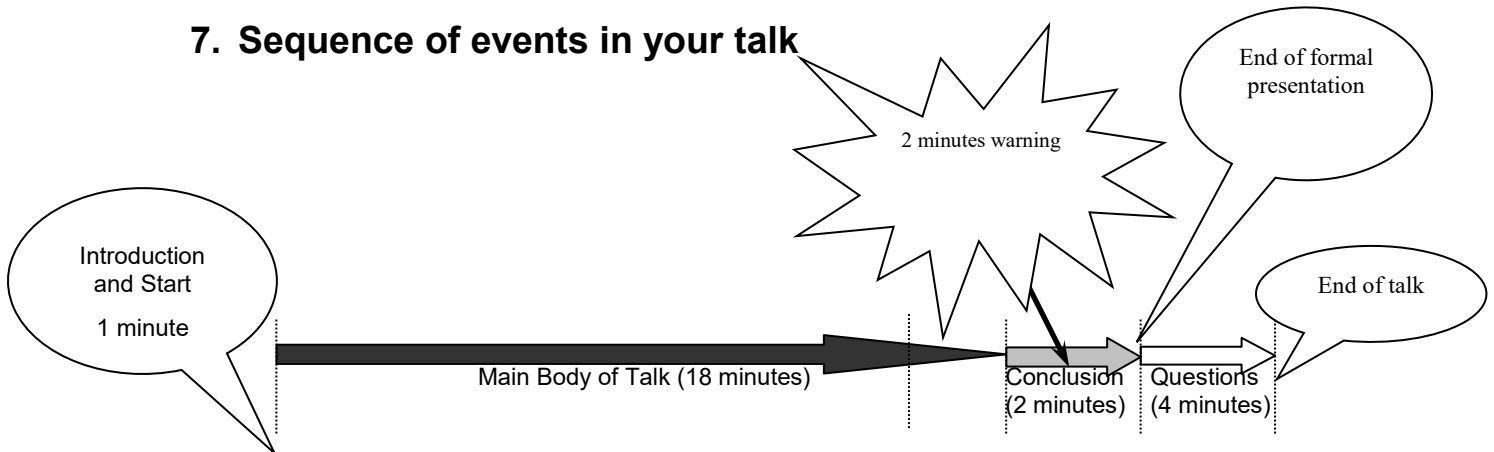
5. Time allowed for your talk

The allocated time slot for your talk is **25 minutes** (Generally this is made up of 20-minute presentation, 5 minutes for the introduction and questions). If you wish to use the 25 minutes differently, you should discuss with your session chair how long you would like to talk for, and how long you would like to answer questions from the floor.

6. Before the conference

Make sure that you are fully familiar with your place in the schedule and what is expected of you in the talk. Practise your talk to ensure that it fits within the time available. Think about questions you might be asked, and how you would answer them.

7. Sequence of events in your talk



- Ensure that you are wearing a watch, or can see a clock in the room.
- There are no breaks between talks other than those timetabled in the programme. When you take the stand, please note the time at which you do this, so that you can gauge the progress of your talk accurately.
- When the 20 minutes are over, the session chair will let you know that you must conclude. This will be a minimum of five minutes from the end of your available time (incl. question time).
- The session chair will then thank you for your talk and invite questions from the audience.

Please note: The session chair will control the questioning, and indicate who is to ask questions – all questions are asked through the chair.

At the end of the 25 minutes allocated to your talk, the session chair will formally close your presentation.

8. Some Dos and Don'ts:

Based on feedback from delegates who attended previous conferences, here are some hints and tips:

8.1. Use of colour

- **Please DO:**
 - use colours that provide a good contrast (e.g. dark blue background with yellow text).
- **Please DO NOT:**
 - use red and green together (please remember that a significant proportion of your audience may be colour blind).
 - use more than three colours on any one slide.

8.2. Fonts

- **Please DO:**
 - use a font that has broad outlines to characters (e.g. Arial bold).
 - use a large character size (e.g. a minimum font size adjusted proportionally that is equivalent to a 20-point font on an A4 page).

This is 20 point on an A4 page – this is the MINIMUM size that you should use

- **Please DO NOT:**
 - use embossed text effects – they are very difficult to read from a distance.

8.3. Text

- **Please DO:**
 - limit the amount information on any one slide (e.g. no more than five bullet points).
 - use phrases rather than full sentences in bullet points.

8.4. Pictures, charts and illustrations

- **Please DO:**
 - try to insert a few photographs and figures, otherwise you may find it difficult to hold your audience's attention.
 - use thick lines on graphs, with clearly distinguishing colours and effects if there is more than one data series.

8.5. Animation and sound

Do not use animation or sounds - these will not work on Adobe Connect.

8.6. Time

- **Please DO:**
 - practice and time your talk – your chairperson will be ruthless in stopping you and can close your microphone!
 - remember that you MUST allow a minimum of four minutes for questions.

8.7. Spelling – Important

- **Please DO:**
 - spell check and proof read your slides – spelling errors are VERY obvious when projected in front of an audience.

8.8. Format

- **Please DO:**
 - try and use the same format throughout the presentation (e.g. same background, text colours and font style).
- **Please DO NOT:**
 - copy and paste large amounts of 12-point text on your slides.
 - use large tables of indistinguishable figures and expect your audience to be awake at the end of your talk.

8.9. General Content

- **Please DO:**
 - avoid detailed descriptions of well-known methods or models.
 - describe the context in which models are or could be used.
 - describe possible applications of your study results.

- make sure that your presentation is consistent in style throughout i.e. both textual and visual – think of it as a spoken document.
- Remember that you are required to include at least one slide in your presentation describing the impact of your work and why it is important research for animal and/or human health and/or welfare
- **Please DO NOT:**
 - use your presentation for anything other than to present your work - if you wish to advertise conferences or jobs, ask Committee members about possible ways of doing that during the conference.

9. Potential Problems

The four recurring and most common problems that deserve some emphasis are:

- 1) copying **large amounts of 12-point text** from papers, and using these as slides
- 2) use of **large tables of indistinguishable figures**
- 3) the use of **too many** or **inappropriate colours** in slides
- 4) the **use of red and green in combination**, which are indistinguishable for a significant proportion of the male population who are colour blind

10. Checklist

- Have you got a record of your session chair's contact details?
- Have you included at least one slide **outlining the impact or application of your work** in your presentation?
- Have you sent your contact details to your session chair along with an introduction on yourself?
- Have you checked when are you speaking?
- Have you decided which audio-visual facilities you will need, and let your session chair know of any special requirements?

Please note:

The forms on the following pages should be completed electronically, and sent by e-mail to your session chair, the conference organiser, the Honorary Secretary and keep one for yourself.

Thank you and good luck with your talk!

SVEPM Conference

Speaker:

Title:	
First name:	
Family name	

Place of work:

Department:	
Institution:	
Country:	

Contact information:

Work Telephone:	
Mobile telephone:	
Email:	

Information on Paper

Title	
Introductory notes about the speaker (5-10 lines)	
Short statement about the impact / applications of the presented work	
Session day and time	

DETAILS OF SESSION CHAIR	
Full name:	
Telephone:	
E-mail:	

Local Conference Organiser	SVEPM Honorary Secretary
<p>Dr Fraser Menzies</p> <p>Department of Agriculture, Environment and Rural Affairs (DAERA) Veterinary Epidemiology Unit Belfast Northern Ireland</p> <p>+44 (0)28 90524376</p> <p>Email: Fraser.Menzies@daera-ni.gov.uk</p>	<p>Dr Fernanda Dórea</p> <p>National Veterinary Institute, SVA SE-751 89 Uppsala Sweden</p> <p>Email: secretary@svepm.org.uk</p>