



Second International Meeting of the Micronutrient Forum Beijing, China, 12-15 May, 2009

Information for Oral Presentations

Use the advice below with the guidance you received in your invitation letter to prepare your presentation.

Abstract

If you submitted an abstract to us that was accepted, and you need to update or add data to your abstract, please resubmit the abstract **no later than 15 February 2009**. You may update your abstract *using the following weblink* <https://aed.conference-services.net/authorlogin.asp?conferenceID=1411&language=en-uk>. If you experience any problems when resubmitting your abstract, please write to mnforum@aed.org. The version of your abstract that we have on file at midnight 15 February is the version that will be published in the program booklet that will be distributed at the meeting.

It is expected that all presentations from submitted abstracts will include research data or program results. If you will not present actual research data or program results, we ask you to withdraw the abstract. Please inform us without delay if you are withdrawing your abstract and will not present at the Micronutrient Forum in May 2009.

Summary

Send a **brief summary** of your presentation (three pages maximum) by e-mail to the Secretariat (mnforum@aed.org) **by 1 April 2009**. This information will assist the session moderators and rapporteurs. Your summary will help to ensure that your presentation is represented accurately in the final meeting report. Summaries should highlight the most important aspects of the work described in the abstract and include the following:

1. Title
2. Authors and their institutional affiliations
3. Acknowledgements of financial support (if applicable)
4. Introduction
5. Objectives or goals of the study, project, or program
6. Methods (outline of the design and procedures used)
7. Key results
8. Discussion (brief, directed to major findings)

The Secretariat also welcomes complete papers that follow the guidelines listed above. Papers we receive from you will be filed at the Secretariat, and they help individuals who later wish to examine presentations in greater detail. Additionally, if you wish to distribute an outline or summary of your paper at the meeting, please arrange to bring sufficient copies with you. Copying facilities at the meeting site are very limited and very expensive.

Your Oral Presentation

The meeting program is very full and **your presentation will be timed**. You will be asked to stop when your time is up. Please respect your time limits and do these things to prepare:

- Rehearse and time your entire presentation in advance, including all of your text and visuals.

- Make your major points relevant to the audience, using facts and memorable examples. Provide information they can apply in their work.
- **Speak clearly and at moderate speed.** Many participants may be less familiar with English than with other languages.
- Speak into the microphone so that the audience and interpreters can hear you without difficulty.
- Explain terms that are unique to your specialty area. Participants may not be expert in every discipline represented in the meeting program.
- Refrain from using jokes, puns, and slang.
- **Complete your presentation in the time allotted!**

Biographical Information

Please send the Secretariat one paragraph of **biographical information no later than 1 April 2009**. This will facilitate introductions by session moderators.

Audiovisual Facilities

Electronic presentations using **Microsoft PowerPoint®** are the preferred mode of presentation for this meeting. The Secretariat will have a laptop that will be connected to a data projector. **E-mail your presentation to the Secretariat (mnforum@aed.org) no later than 1 April 2009**. Also bring your presentation visuals to the meeting as an electronic file saved on a USB flash or thumb drive, and/or CD Rom.

A speaker-ready room will be available to oral presenters to preview and rehearse their presentation at the meeting site. You can rehearse your presentation in the speaker ready room, and submit any changes to your electronic presentation to the Secretariat **no later than 5 pm on the day before your presentation**.

Audiovisual Guidelines for Oral Presentations

Follow these guidelines for all information you wish to present using Microsoft PowerPoint®.

- Use large bold type. Your visual will project onto a 5.1m x 3.9m (16x12 ft) screen.
- Use a colored or dark background (e.g., deep blue) with white or bright colored letters.
- Include only three or four key points per visual. For complex points, use several visuals.
- Use bar and line graphs. Tables and figures are not easily read by a large audience.
- Use visuals to reinforce main points in the verbal presentation rather than the reverse.
- As a rule of thumb, you should have no more than one slide per minute of allotted time. For example, a ten minute presentation should have about ten slides.
- If a portion of your narrative is not illustrated with a relevant visual, display a blank (plain colored) visual. Do not leave the screen stark white.
- The concluding visual should be read and understood in about five seconds. The attention here should be on your most important final message.
- Consider acknowledging the source of financial support for your research or program.

Summary	<ul style="list-style-type: none"> ✓ Verify and resubmit your abstract by 15 February 2009. ✓ Follow directions to prepare your summary and submit by 1 April 2009. ✓ Send your biographical paragraph by 1 April 2009. ✓ Follow the guidelines for preparing visuals. ✓ Email your electronic presentation by 1 April 2009. ✓ Rehearse your presentation, and adhere to the allotted time. ✓ If you prepare handouts, bring sufficient numbers of copies to the meeting; do not plan on copying in Beijing.
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Please Note: *It is essential that you meet these deadlines to have your abstract included in the meeting materials, and to assist the session moderators and rapporteurs.*