



2024 AGSA Conference Guidelines for Presenters

Guidelines For Oral Presenters

General information

The date, time and session chair for your oral presentation session are available in the [Conference Program](#). Please introduce yourself to your session chair during the break before your session, or earlier in the conference.

Preparation of slides



Slides should be prepared in a format compatible with Microsoft PowerPoint (.ppt or .pptx), in widescreen 16:9 (landscape) format. Presentations should not include commercial activities or advertising.

Your PowerPoint slide deck should be a suitable length for your allocated presentation time. As a general rule experienced presenters typically recommend 1 slide per minute of presentation time. Note that the bottom of the screen can be difficult to see at the back of the room (see photo), so any data or details should be placed in the top and middle areas of the slides.

Please ensure your PowerPoint presentations are emailed through to Dr Cassandra Walker, cassandra.walker@agriculture.vic.gov.au, 24 hours prior to presenting. If you are unable to email your presentation for any reason, you may transfer it on a USB stick and hand it in to Cassandra at the conference.

Presentation time

The times allocated for presentations and subsequent question times are as follows:

- Speakers – 15 minutes presentation time including time for questions

Guidelines For Poster Presenters

General information

Each poster author will be provided with a poster board area of 2m high by 1.2m wide. As a guide the poster size that fits in this space is an A0 portrait size (width 841mm x length 1189mm). The board will indicate the poster number and abstract on each board. Authors are responsible for mounting their posters prior to the conference opening and remove them at the end of the conference.

AGSA will provide a reasonable supply of Velcro dots, but it is suggested that authors provide their own if possible. Pins, staples, and tape will not be permitted to mount the posters.

Poster preparation

Posters must be prepared in A0 portrait format in English. They should include text in a large enough font (~20 pt font) to be read easily by attendees from a distance of 1 meter away or further. It is recommended that photographs should be a minimum of 5 × 7 inches (approx. 130 × 180 mm). The poster content should be displayed in a logical sequence (introduction, methodology, results and discussion, conclusions). Remember

that graphics are far easier for the reader to interpret than large chunks of text. You should aim to make your poster self-explanatory.

Posters and any handouts should be directly related to the topic and must not contain advertising or commercial activities.

Poster sessions

The posters should be put up before Day 1 of the conference (20th of August) and should be taken down by the start of day 3 (22nd of August). Authors are responsible for mounting and removing their own posters. Any posters which are left behind at the conference will be discarded.

The main poster presentation session will be in the evening of Day 1 (20th of August). All poster presenters should ensure that they attend this entire session (5-7pm). Poster judging will take place during Day 1 and 2, and the winners will be announced at the conference dinner. You may also wish to remain in the vicinity of your poster during the breaks for Day 1 and 2, as attendees will be encouraged to view the posters during these times.

If you have any other questions regarding your poster or oral presentation, please contact the conference chair, Dr Cassandra Walker at cassandra.walker@agriculture.vic.gov.au.