



PRESENTATION GUIDELINES FOR ORAL TECHNICAL SESSIONS

59th Annual Meeting • June 17 - 20, 2008

Oregon Convention Center • Portland, Oregon

Please review the following Presentation Guidelines before preparing your oral presentation. They are intended to aid you in a successful presentation at our Annual Meeting.

GENERAL

- It is necessary to pre-register for the conference. Please visit www.asev.org to register for the conference between March 31 and June 3. Registration is not complimentary. If you are not an ASEV member, please note that non-member rates are significantly higher. ASEV student member presenters are entitled to complimentary registration for the annual meeting.
- The session moderator will be available but will not occupy the central stage area. You are encouraged to move away from the podium and to interact with the audience. If at all possible, **DO NOT READ YOUR PAPER.**
- **REHEARSE** your presentation so that you can speak in a free-flowing manner. Practice several times so that you are familiar with the content and your presentation will not run over the allocated time.
- Use your visual aids as your prompter, and/or use small 4 x 6 cards or a one page sheet of prompting words from the lecture that you can glance at. (The latter works well because you can have your hands free for the pointer).

CONTENT

- You will be presenting a brief summary of your research with results and conclusions as applicable. This should be directly related to the information as submitted in your abstract.
- Keep the description of the methodology as brief as possible. What is the message that you would like to convey to the audience? Aim to make it clear that they have really gained something from your research presentation. The content of a well-presented paper will tend to be remembered longer by the audience.

TIME ALLOWANCE

- The 20 minutes total time allowed for oral presentations includes time for questions from the audience and introduction of the following speaker.
- Each presentation shall be a minimum of 15 minutes. Make sure you leave enough time for the summary, conclusions and a brief period (2 to 3 minutes) of questions and answers.
- Please refrain from infringing upon another speaker's time. All sessions are on a time schedule and adherence to this schedule is very critical. If your presentation exceeds the time allowed, the session moderator will request that you end your presentation.
- Presentations must be given during the time period that has been designed for each paper as printed in the official program. You will not be able to switch places with another speaker.

GUIDELINES FOR MICROSOFT POWERPOINT

VISUAL AIDS

- Presentation from your own laptop will not be possible. You are expected to use the laptop (running Windows XP for PC) provided on-site in Portland.
- All presenters are required to conduct a practice trial with the audiovisual technician in the Speaker Ready Room at the Oregon Convention Center. A sign-in sheet in the Speaker Ready Room will be used to verify your completion of this requirement. Please also provide a copy of your PowerPoint presentation at this time.
- Use versions 98, 2000 or 2002.
- Bring your file on a CD-ROM or USB memory stick.
- Make sure your slides are sized for On-screen Show with the orientation set at Landscape.

- Use only standard PowerPoint fonts: Arial, Impact, Tahoma, Trebuchet, Comic Sans. Avoid Times New Roman or other serif fonts.
- Font Sizes: slide titles - 40+ points, bulleted text - 32+ points, other text - 28+ points. Use the same for (imported) tables.
- Use white or bright yellow text on black or dark blue background, or vice versa. Avoid reds or greens as they will not show well on the projection screen. Avoid busy backgrounds and lengthy or animated slide transitions.
- Import pictures and photos in standard formats: .jpg, .gif, or .tif.
- Evaluate the size of scanned images you import. Your image resolution doesn't need to be higher than your computer screen.

EQUIPMENT PROVIDED

- PC Laptop with Windows XP operating system and computer projector
- Projection screen
- Public address system (remote microphone)
NOTE: Make sure that you dress in clothing suitable for attachment of the small clip-on microphone.
- Laser pointers
NOTE: Overhead transparency and slide projectors will not be available.

PROGRAM COMMITTEE

- Michael Silacci, Opus One, Chair
- Roger Boulton, University of California, Davis, Oxidation Oral Session Moderator
- John Clark, The Wine Group, Poster Session Co-chair
- Ann Colonna, Oregon State University, Sensory Oral Session Moderator
- Peter Cousins, USDA ARS, Cornell University, Disease Oral Session Moderator
- Nick Dokoozlian, E&J Gallo, Water Relations Oral Session- Part I Moderator
- Susan Ebeler, University of California, Davis, Aroma Chemistry Oral Session Moderator
- James Harbertson, Washington State University, Berry Development Oral Session Moderator
- James Kennedy, Oregon State University
- Mark Matthews, University of California, Davis, Water Relations Oral Session- Part II Moderator
- James Osborne, Oregon State University, Wine Microbiology Oral Session Moderator
- Patty Saldivar, Pine Ridge Winery (effective 3/31/2008)
- Chris Smith, Bogle Vineyards, Poster Session Co-chair
- Rhonda Smith, UC Cooperative Extension, Sonoma County, Vine Management Oral Session Moderator
- Mike Vail, Agro Tech

Symposia Organizers:

- Christian Butzke, Purdue University, 5th Joint Burgundy-California-Oregon Winemaking Symposium Co-chair
- Pascal Durand, University of Burgundy, 5th Joint Burgundy-California-Oregon Winemaking Symposium Co-chair
- Ulrich Fischer, DLR Rheinpfalz, Sensory Science Symposium Co-chair
- Hildegard Heymann, University of California, Davis, Sensory Science Symposium Co-chair

Additional committee members to be confirmed.
Please check our web site, www.asev.org, frequently for Annual Meeting updates.