



PRESENTATION GUIDELINES FOR ORAL TECHNICAL SESSIONS

57th Annual Meeting • June 28 - 30, 2006

Sacramento Convention Center • Sacramento, California

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 asev.org to register for the conference. Registration is not complimentary. If you are not an ASEV Member you will be obligated to pay significantly higher rates.**
- 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 that you can glance at on the lecture. (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 results and conclusions. This should be 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 must use the laptop (running Windows XP for PC) provided on-site in Sacramento.**
- **All presenters are required to conduct a practice trial with the audiovisual technician in the Speaker Ready Room at the Sacramento Convention Center. A sign-in sheet in the Speaker Ready Room will be used to verify your completion of this requirement.**
- Use versions 98, 2000 or 2002.
- Bring your file on a CD-ROM, PC-formatted ZIP disk (100 MB or 250 MB capacity only) or a 3.5" floppy disk.

- 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

- **Overhead transparency and slide projectors will not be available.**
- 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

PROGRAM COMMITTEE

- Patricia Howe (**Chair**), Beam Wine Estates
- Linda Bisson, AJEV Science Editor
- Jim Kennedy, Oregon State University
- Steve Kupina, Constellation Wines U.S.
- Patty Saldivar McClain, Hall Wines
- Chris Smith, Bogle Vineyards
- Mike Vail, Windsor, CA
- Paul Verdegaal, UC Cooperative Extension
- Terry Acree, Cornell University
- John Cole III, Santa Rosa, CA
- Tom Collins, Fosters Group
- Ed Hellman, Texas A&M University
- Lucy Joseph, University of California
- David Stevens, Davon International
- John Thorngate, Beam Wine Estates
- Andy Walker, University of California
- Andrew Waterhouse, University of California
- Stan Zervas, Silverado Farming Co

Session moderators to be confirmed. Please check our web site, www.asev.org frequently for informational updates.

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