



2018 Oral Presentation Guidelines

Time Allotment

Oral presenters will be allowed **12 minutes** for presentation followed by a brief question period for discussion and questions from the audience. Time limits will be strictly adhered to, so please ensure that your talk fits comfortably within the 12 minutes you are allotted. If time allows, at the end of each session there will be an open question period where the audience will have a chance to address all of the speakers from that session. As a result, speakers should plan to attend the entire session in which they are speaking.

Audio Visual Details

Please bring your presentation (MS PowerPoint) to your meeting room between 8-9am the day of your oral (Mercato at Clare Hall, Auditorium at Mother St James, Room 135 at Mother St James) on a portable USB device and upload it to the computer.

COSM 2018 will be supporting **PC platform only**.

Equipment

Each session room will include:

1. A PC computer system stationed at the podium.
2. At least 1 screen for the projection of your data slide.
3. A lectern with microphone.

Presentation Guidelines

One slide/one idea – Limit each slide to one main idea to keep your visual presentation simple and easy to read. A good rule to follow: one slide per minute. Example: speaking for 10 minutes with 5 minutes of questions = 10 slides total.

Use of colour – Use dark coloured background (green, blue, maroon, orange, purple). Please do not use black or white. Using colour will enhance your presentation and be easier to read. Please make text either white or a corresponding colour to the background. Please do not use white text on a light background or dark text on a dark background. Use bold, high contrast coloured lines in graphics (avoid using red on blue backgrounds because of low contrast).



Text – Use short, concise text, and keep it simple. A good slide has a maximum of 20 words per slide. It is recommended that all text be double-spaced. Avoid the use of ALL CAPITAL letters or underlined text, as they are difficult to read.

Graphics – Use clear graphics. Incorporate only the essential elements. When using photos, please make sure they are 72 dpi (anything larger will make your final file size much larger than what it should be, and PowerPoint and/or Keynote doesn't always work well with large file sizes). When creating charts and graphs, make sure to label axes and include legends. Leave blank space around charts and graphs – text placed too close to graphs (except for labels and numbers) will make your slide appear cluttered. It is highly recommended that you bring all elements with you in case they need to be reinserted into the presentation.

Readability – Your slide must be readable from the back of the session room (3,500-18,000 square feet), just as you must be able to be heard in all parts of the room.

Animation – Many presentations include animations, and the conference continues to encourage this. Animations are very effective when created properly using the available PowerPoint

Movies – On occasion, presentations include compressed movie files. While this usually does not create a problem, we encourage you to arrive early to test your technical needs in advance, so your presentation will run smoothly at COSM 2018.

People First Language

People first language is the standard for respectfully addressing people with chronic disease, rather than labeling them by their illness. Because of the importance of reducing bias associated with obesity, the Canadian Obesity Network and their partners urge all presenters to use people first language for their presentations.

Flint, S. W. and Reale, S. (2014). [Obesity Stigmatisation from obesity researchers. *The Lancet*, 384\(9958\), 1925-1926. doi: \[http://dx.doi.org/10.1016/S0140-6736\\(14\\)62276-5\]\(http://dx.doi.org/10.1016/S0140-6736\(14\)62276-5\).](https://doi.org/10.1016/S0140-6736(14)62276-5)

Kyle, T. K. and Puhl, R. M. (2014). [Putting People First in Obesity. *Obesity*. doi: 10.1002/obj.20727. Obesity Action Coalition](https://doi.org/10.1002/obj.20727)

Finding CC-Licensed Images

The following sites are helpful in finding Creative Commons-licensed images and learning how to reference them:



- [CON-RCO's image gallery](#)- a Creative Commons image bank of respectful images of individuals living with obesity
- [Compfight](#) – excellent search tool for Creative Commons-licensed Flickr images
- [Creative Commons Wiki](#) – a Creative Commons image directory
- [CC Search](#) – powerful search across a variety of platforms (e.g. Flickr, Google images, YouTube) to help you find content you can share, use, remix
- [Flickr](#) images – enter search term, click **Advanced Search**, then tick the box “**only search within** Creative Commons-licensed content”
- [Content Directories](#) – extensive list of directories of Creative Commons- licensed materials (audio, video, image, text)