

2011
Annual International Research Conference
On Methyl Bromide Alternatives
and Emissions Reduction

PowerPoint Presentations and “**Posters**” will be made available after the conference on our web site.

For Presentations and Posters

Instructions: Preparation of Reports (Presentations and Posters) for the Annual International Research Conference on Methyl Bromide Alternatives and Emissions Reductions

The summary is limited to **2 pages, single-sided** – if necessary, 2 additional pages of graphs, charts or tables may be added.

Please write the summary so that it can be “easily understood by researchers and industry members.” Include not only current research - but also **bullet points on advantages and/or problems with implementation of your alternative.**

Summary Format

1. Use standard **size 12 font.**
2. Set margins at a **1 ½ inch left margin, 1 ½ inch right, 1 top & bottom (for text pages).**
3. **Print one-sided copies only. Please - no page numbering.**
4. **TITLE IN ALL CAPS (Maximum of 75 characters)**, skip two lines, and then author’s name(s) in Regular Case. Primary author and organization name listed, followed by any others; identify presenter with asterisk* (ex: Smith*).
5. Start text of report three spaces below authors’ name(s) without indenting.
6. Single space text, double space between paragraphs.
7. Use any tables, graphs or charts necessary. Please **do not use color** in charts-it does not print/copy well. (Some come out blank). **Use black and white. Leave at least a one and ½ inch margin on sides and 1 inch on top and bottom.**
8. References are not required but you may include them if you desire.
9. Submit the **Summary in one of the following ways:**

- a. **Preferred: e-mail** to gobenau@agresearch.nu (IBM Compatible)
(Note: no hardcopy or diskette is required if submitted via e-mail
this is the best (easiest) way to submit – or you can:
- b. Forward an original Hard copy (**do not fold when mailing**) along with a 3½ inch floppy diskette or CD, (IBM Compatible).

Mail reports to: **Methyl Bromide Alternatives Outreach**
6556 N. Dolores Ave.
Fresno, Ca 93711

10. **Reports will not be accepted after September 1st, 2009** so that we have time for reproduction of the proceedings book.

Display (Poster Board) Presentation Guidelines

By using an exhibit format, a Display Presentation provides a good information exchange medium, as well as opportunity for discussion between scientists involved in corresponding areas of study. The Display Presentations will be available for viewing throughout the conference sessions - located in coffee-break room for viewing. **Authors are to be at their Display and available for discussion on Sunday evening prior to the Reception. This time will be specified in the Conference Program.**

Each Display Presentation author will be provided with exhibit space (46" x 46") velcro-compatible board. The board will indicate appropriate alternative use area, and assigned paper number in the upper right or left hand corner. **Authors are responsible for mounting their own material at least one-half hour prior to the opening of the conference Sunday morning and for removing it at the close of the conference on Wednesday.**

All Display Presentation illustrations, charts, text, etc., should be prepared in advance as materials for these purposes will not be provided by MBAO at the meeting site. Authors are also responsible for pushpins, thumb tacks, velcro strips, etc. as necessary to mount their own Display Presentation.

The Display should be readable from a distance of three feet or more, with large and legible lettering. It is suggested that each Display have a clear heading with material displayed in logical sequence. In addition, it is suggested that each Display sheet be numbered. The effectiveness of the presentation can be enhanced by using techniques like colored construction paper, but simplicity and ease of reading are considered to be more important than artistic flair.

Authors may wish to include a sign-up sheet as part of their presentation for attendees who may wish additional information, reprints, etc.

Bring an electronic file of your poster to the registration desk on a CD or memory stick, .pdf format, when you arrive to put up your poster. If you are not able to do so, please email your poster to gobenauf@agresearch.nu by November 1, 2009. Your poster will be on our Internet site after the conference.

Written summaries will be required as outlined in “Instructions for Preparation of Report” and will be printed in proceedings.

Presentations –LCD Projection ONLY

1. The Conference will be entirely LCD projected PowerPoint presentations.
2. Limit presentation to **15 minutes**.
3. To avoid the occasional problems with compatibility and quality of PowerPoint presentations we have had in the past, please consider the following:
 - a. **Use common fonts** (Arial, Times New Roman) and symbol sets, or embed exotic fonts in your presentation (caution, this may cause the files to become very large).
 - b. **Keep It Simple.** Limit the information on each slide and use font sizes that are viewable from the back (at least 20 pt). Presentations that combine tables, graphs and text all on a single slide may look good on a computer screen just 2 feet from your eyes, but are very difficult to read at the back of a crowded meeting room. To get a better idea of how readable your presentation is, move back from the screen 2-3 yards.
 - c. **Please, DO NOT paste a large table from a manuscript directly into your presentation.** And acknowledging this infraction with “I know you probably can’t read this…” only makes the offense worse. If your audience cannot read the slide it is worthless.
 - d. **Avoid using animation to bring in images that overlap on a single slide.** While this may be an effective presentation style, when the file is converted to a pdf for archiving at the MBAO home page, not all the images will be visible.
 - e. **Scale your digital images to fit the size and resolution of our projector system before** bringing them into your presentation to keep presentation file size manageable. A good rule of thumb is scale your full screen images down to no more than 1000 pixels wide by 750 pixels tall.
 - f. **You may reduce the size of your presentation by compressing pictures** if you have resized or cropped images within Powerpoint. This is done under Save As-Tools-Compress Pictures. Select Web/Screen for best results. Be sure and review the results to see if picture resolution is still acceptable.
 - g. **Keep animations and transitions to a minimum**, they are distracting to the audience, and may slow and even freeze up presentations.
 - h. **Avoid linked files**, but if you must use them, please be sure the files are included on your presentation CD or memory stick, and that we are aware of the situation.
 - i. **Be aware that some colors do not project well, or are poorly seen by the color blind.** Use a contrasting color scheme and choose colors that show up well even in a room that is partially lighted during presentation.

- j. **If using a Harvard Graphics symbol set** for your graphs, be aware that these are not available on conference computers. Be prepared for scissors and mail boxes instead of circles and squares.
4. In order to organize the sessions and to check the compatibility of each presentation, you must:
- a. Bring your presentation to the registration desk on a CD or memory stick **at least 24 hours before you are to give your talk. If you are not able to do so, please email your presentation to gobenauf@agresearch.nu by November 1, 2009.**
 - b. The presentation file must be PC compatible.
 - c. **Please submit your presentation in its final form.** Requesting to make last minute changes to an already loaded presentation is a headache for all involved.
 - d. **PLEASE MAKE SURE YOUR PRESENTATION AND THE MEDIUM IT IS SUBMITTED ON IS FREE OF VIRUSES, MACROS AND OTHER MALICIOUS PROGRAMS.**

IMPORTANT – PLEASE NO TALKS OR PRESENTATIONS OVER 15 MINUTES

Thank you