



GUIDELINES FOR EFFECTIVE ORAL PRESENTATIONS

This brief guide to delivering papers orally at scientific meetings is intended to help you become more sensitive to the speaker-audience relationship and to better communicate your ideas to the audience.

- Stay within the allotted time for your presentation. Time allocated for SNEB oral presentations at annual conferences is **12 minutes per paper**, which includes a very short time for question and answers (approximately 3 minutes).
- A computer and LCD projector will be available in the meeting room. Please plan to arrive at your session 10 minutes early to load any PowerPoint presentations onto the SNEB computer.
- Consider your role as a speaker as opposed to that of a writer. It is impossible in an oral presentation to cover the detail included in a publication manuscript. Your role as a speaker is to distill the salient points from your materials and to summarize, explain, and interpret (tell what you did and why you did it).
- Prepare an outline of your speech, organizing the material in an orderly, sequential manner. Start with two or three main divisions and group ideas around them. Keep going in the same direction without jumping back and forth. Assign a portion of you allotted time to each main division. Here is an example of a possible breakdown of time, based on a time slot of 12 minutes.

Statement of problem (introduction) 2 minutes

Content development (essential points) 7 minutes

Summary and conclusions (interpretations) 3 minutes

- Include information vital to the development of the subject area, use only essential data, present statistics in round numbers, and keep the structural development of the theme in focus.

Slide Format

- Acknowledge your professional affiliations at the start or end of your presentation. Names and/or logos are acceptable.
- All slide sizes should be either Standard 4:3 or Widescreen 16:9.
- SNEB's slide template can be downloaded here if you would like to use: <https://us.workplace.datto.com/1/filelink/dcpaa-ds4rrqi-3j2bly7y>
- If you would like to share a pdf of your slides for attendees, submit by June 30 here: <https://sneb.submittable.com/submit>



JNEB SUPPLEMENTAL MATERIAL

Your accepted abstract will be published in the *Journal of Nutrition Education and Behavior* July 2023 Conference Supplement. You have the **option** to add poster artwork or a one-page PDF and a video presentation to your abstract text at www.jneb.org. This will create a publicly accessible webpage for your abstract.

1. Online PDF Artwork (optional)

Maximum size is 17 inches wide by 11 inches tall. A high-resolution pdf is preferred. You can see examples at: <https://www.jneb.org/content/posterabstracts>.

Please follow [these guidelines](#) while preparing your artwork. A webinar has been recorded that provides information on designing an effective poster:

<https://vimeo.com/265629510/3088704f78>

All artwork must be received by **June 1, 2023**, at: <https://sneb.submittable.com/submit>.

*Please use your abstract number and last name as the file name. Example: O1 Smith

2. Video Presentation Instructions (optional)

You can also record a brief video presentation – separate from your oral abstract presentation - for www.jneb.org. There is no time limit, but the allowable file size should accommodate a 3 – 5-minute presentation. There are no requirements on how you choose to record your video. It is up to you if you would like to include yourself on camera or only audio with your poster image.

1. Preferred file type: MP4
2. File size limit: 500 MB
3. Use your last name and abstract number in the file name

Video presentation recording must be received by **June 1, 2023**, at:

<https://sneb.submittable.com/submit>

*Please use your abstract number and last name as the file name. Example: O1 Smith