

Presentation Summaries & Formats

Word Format:

Summary page is set up as a form with pre-assigned entry fields. Simply tab from field to field and fill in the appropriate information. Title, Author(s) and Affiliation fields provide room for two lines of text. Summary section will allow text to bottom margin.

Adobe Acrobat Format:

This file is not set up as a form. Text may be entered using Acrobat's text function or the form may be printed and filled out with a typewriter.

General Instructions:

- Summary must be in English.
- Times Roman 12 point font is recommended.
- Category: Designate commodity group (e.g., poultry, horse, cattle, etc.).
- Author (s): Designate presenting author in bold type
- Affiliation: Designate affiliation for each author with matching superscript numeral
- Summary: Limit summary to 4 pages if possible. Additional pages should include a commodity descriptor and the last name of lead author (e.g., poultry – Rutz) in the right top margin.

Presentation Format:

- Presentations are expected to run approx. 12 minutes with a 3-minute slot for questions.
- Microsoft PowerPoint is the preferred format for visuals. *Other accommodations may be possible by prior arrangement. Note however, that alternatives cannot be guaranteed.
- Memory sticks are the preferred media for presentations. CD's are acceptable, but should be formatted to load on any platform. Speakers should provide their presentations prior to the beginning of their assigned session. Delivery via email or surface mail prior to the conference is possible by prior arrangement.

* It is the presenter's responsibility to make certain that slideshows prepared using Macintosh computers (or converted from other presentation formats) are fully compatible with a PC running Windows based versions of PowerPoint.

Email summaries to Douglas Ross (douglas.ross.b@bayer.com).

Submission deadline is May 25, 2008.