



40th National Nutrient Databank Conference
"Advancing Food and Nutrient Databases through Partnerships and Technology"
July 23-25, 2018 Minneapolis, MN

Speaker Guidelines

Format of General Session

- Speakers will present from a podium, on a riser, with a microphone.
- The speaker will have a PC computer at the podium, provided by the conference, to manage their presentation. The PC will have a wireless connection to the Internet.
- Speakers may not connect their personal laptop or other device for the presentation.

Slide Loading/Transfer

- Speakers must provide their slides in a format for use on a laptop that will have Microsoft Office products– preferably PowerPoint.
- Slides must be pre-loaded by NNDC staff to the laptop prior to the main session containing your presentation.
 - Speakers are asked to email presentation slides in advance of the meeting. Slides received by 4:00 PM CDT on Friday July 20 will be preloaded for your session. Email slides to: nutrient.db.conf@gmail.com. Include your presentation title in the subject line of the email, and use your last name as the name for the file.
 - Speakers not sending slides in advance of the meeting must bring them to the Conference NNDC Registration Desk when you register/check in for the NNDC meeting. There will be a NNDC laptop available at the registration desk with Internet connections and your slides can be transferred to the computer. The *latest* possible acceptance of slides is:
 - Slides for the Monday Sessions – must be at the registration desk by 8:00 AM Monday.
 - Slides for Tuesday Sessions – must be at the registration desk by 5:00 PM Monday
 - Slides for Wednesday Sessions – must be at the registration desk by 5:00 PM Tuesday

Slide Format

- Speakers should acknowledge their professional affiliations at the start or end of their presentation. Names and/or logos are acceptable.
- All sessions are held in a general session ballroom, thus slide fonts and images must be visible from a distance.



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Timing

- Speakers have been informed of the allotted time for their presentation and are respectfully asked to adhere to the schedule. Invited speakers have a total of 40 minutes = 30 minutes speaking & 10 minutes for questions. All other speakers have a total of 20 minutes = 15 minutes speaking & 5 minutes for questions. If you are in a session with a panel discussion then the questions will be held until the panel discussion.
 - Guidelines for preparation of slides:
 - Plan 1 minute per slide for speaking time
 - 30 minute talk ≤ 30 slides
 - 15 minute talk ≤ 15 slides
- The chairperson of the session on the riser will have hand cards with time warnings of 5 minutes, 1 minute, and 0 minutes to help you stay on time.
- After each talk, time has been allotted for questions. The chairperson of the session will open the floor for questions and also guide wrapping up the questions when it is time to move to the next speaker. If your time runs over, your question time may have to be omitted. The chairperson of the session will make the determination.

Questions

- If you have questions, please contact Lisa Harnack, Conference Local Arrangements Chair, at nutrient.db.conf@gmail.com; 612-626-9398.