

Guidance to Oral Presenters of Research Papers

Feed the Future Legume Innovation Lab

Grain Legume Research Conference

Burkina Faso, 13-18 August 2017

The following information and guidance is being shared with presenters of oral research papers in either Plenary or Concurrent Oral Sessions during the conference.

1. The Management Office strongly encourages Feed the Future Legume Innovation Lab (LIL) sponsored PIs, graduate students, and collaborators to use the LIL PowerPoint (PPT) template when preparing their oral presentations for the conference. The LIL PPT template can be accessed at http://legumelab.msu.edu/lil_burkina_faso_conference/speakersguide. Note that you may also add your own institution's logo(s) if desired, but remember that the program's marking and branding guidelines require that program docs give attribution to Feed the Future and the Feed the Future Legume Innovation Lab.
2. When preparing the PPT, authors are encouraged to keep the individual frames simple and free of excessive data or narrative. PPT frames that are highly congested with information cannot be read by the audience and frequently cause confusion. It is also important to present a reasonable number of frames that can be clearly discussed within the allotted speaking time. A good rule of thumb is to only present a maximum of one slide per minute of presentation.
3. Since this is the final conference of the Feed the Future Legume Innovation Lab, presenters of research papers are requested to **emphasize research outputs** (new knowledge generated, technologies or management practices developed) and their importance to grain legume production, cropping system profitability and sustainability, market opportunities, and/or to human nutrition in developing countries. USAID representatives will be in attendance at the conference and particularly interested in opportunities to scale-up technologies for broader development impact.
4. Presenters should review the conference program to identify the oral Plenary or Concurrent Session to which they have been assigned. The [conference agenda](#) and [full program](#) can be accessed and downloaded from the [LIL Burkina Faso Conference webpage](#) (see internet address above). Please note the amount of time that has been allotted for your presentation (in parentheses in the program); 15 minutes have been allotted for most presentations, the exception being a few 25 minutes for **Lead** presentations in Plenary Sessions, *only*.

Presenters of 15-minute presentations should speak for a maximum of 12 minutes to allow three minutes for one or two questions and brief discussion.

Lead presenters in a Plenary Session may speak for a maximum of 20 minutes to allow five minutes for questions and discussion.

5. All presenters of Oral Presentations are requested to bring a memory stick with their PPT file to the technician operating the computer presentation system in Waongo 1 at the Laico Hotel **at least 30 minutes in advance of their session**; the sooner the better, however.

Additionally, since all oral PPT presentations will be saved and made publically available on the LIL webpage and given to conference participants on a memory stick on Friday, 18 August, the Management Office requests that **all PPT files be given to the computer presentation technician in Waongo 1 before 5:00 PM on Wednesday, 16 August 2017**. Time is needed to organize and to save these files on memory sticks to be distributed at the close of the conference on Friday, August 18.

Finally, please use the following naming practice for your file to help the MO organize the post-conference webpage: **authorlastname_brief title_BF2017** (for example, **Widders_HistoryofLIL_BF2017**). Please do not use all caps.

6. A moderator will introduce you at the designated time during your oral session. Please adhere to the time restrictions for your presentation.

In order to assist speakers with time keeping, the moderator will hold up colored signs to inform speakers when 5 minutes (green), 2 minutes (orange) and 1 minute (red) remain before presenters must stop speaking and respond to questions.

Please be reminded that presenters will not be allowed by the session moderator to exceed their allotted time. If one speaks for the full 15 minutes (or 25 minutes for lead presenters), no opportunity will be given for questions. It is critical that presenters stop and sit down when they reach the allotted time in order to respect the rights of other speakers to present their research results and to keep the session on schedule.

7. Thank you for your efforts to prepare and to present a quality oral presentation at the Feed the Future Legume Innovation Lab Grain Legume Research Conference. We look forward to learning about your exciting research achievements relative to grain legumes.