



Hawai'i Dietetic Association

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**eat**  
**right.** an affiliate of the  
Academy of Nutrition and Dietetics

## **Annual Spring Conference Speaker's Guide**

May 3, 2012  
Mid Pacific Country Club  
Lanikai, Oahu, Hawaii



## **About Us**

The Hawaii Dietetic Association (HDA) is a not-for-profit voluntary membership association of over 300 Registered Dietitians, Nutritionists, Dietetic Technicians, and nutrition students dedicated to healthy lifestyles through food decisions and the delivery of effective food and nutrition services by qualified dietetic professionals and association members. The primary purpose of the HDA is to support the roles in the delivery of healthcare in Hawaii; and to promote informed food decisions by consumers. Members work in a variety of arenas including hospitals, research facilities, public health and other community agencies, colleges and universities, health and fitness centers, school districts, private practice, and with the media.

Comprehensive leadership and direction of the HDA is provided by the Executive Board, made up of elected and ex-officio members. Additional guidance of the affairs of HDA is provided by Councils and Committees lead by Executive Board members.

Founded in 1939, the Hawaii Dietetic Association is an affiliate of the National Academy of Nutrition and Dietetics (formerly known as the American Dietetic Association). Academy members who reside in Hawaii comprise the membership of the Hawaii Dietetic Association.

## **About Our Spring Conference**

This annual event is the marquee conference for Academy of Nutrition and Dietetics members in Hawaii, drawing nearly half of the total membership. Our speakers are nutrition and health professionals of various disciplines and are vital to advancing the skills and knowledge of Hawaii's dietitians and nutritionists.

## **Conference Committee**

Deanna Moncrief, Chair; Mary Arakaki, Chair-Elect; Committee members: Danielle McCauley, Corilee Watters, Ann Ditzler, Jonathan Valdez, Cheryl Lee

## **Contact**

Deanna Moncrief, [deanna@benchmarkwellness.com](mailto:deanna@benchmarkwellness.com), (808) 258-2196.



## Conference Speaker's Guide

### AUDIO/VISUAL NEEDS - OVERVIEW

**Electronic projection** is required for all presentations for which we will be seeking prior approval of CPEUs from the Academy of Nutrition and Dietetics.

- The projection medium is PowerPoint, PDF, or Keynote. However, PC-based PowerPoint is strongly recommended.
- A projector, microphone and podium will be provided for your use.
- A PC-based laptop will be on-site but if you feel comfortable with your own laptop please bring it.

When preparing your electronic presentation, carefully follow the instructions in this document. We also request that you use the HDA conference presentation template; on the [eatrighthawaii.org](http://eatrighthawaii.org) website follow the links to "PowerPoint Presentation Template." Following these instructions is critical to the preparation of your presentation.

**Electronic copy:** Please bring an electronic copy of your presentation to the conference. It is suggested that you use a USB flash drive.

**Uploading:** At least one day prior to your session, send your completed presentation via email to [deanna@benchmarkwellness.com](mailto:deanna@benchmarkwellness.com). For questions please call Deanna at (808) 258-2196.



## **PREPARING YOUR PRESENTATION**

Please read these instructions carefully and completely. Your audience is accustomed to presentations that rely on visual aids. Consequently, they expect material that is readable from all seats in the room. The following information will assist you in preparing your visuals.

***PowerPoint Presentation Template:*** Obtain a copy of the HDA presentation template. The template file contains suitable colors and fonts, as well as examples of good and bad techniques. Please use this template to prepare your presentation. Even if you do not plan to use PowerPoint, carefully review the information in the PowerPoint template.

### ***Suggestions for a good presentation:***

1. Briefly outline your talk and what will be covered.
2. Use your presentation to visualize the essential points of your talk. Be selective.
3. Keep text and bullet points to a minimum. Less is more.
4. Keep concepts as simple as possible and limit each page to one main idea.
5. Use several simple figures rather than one complicated one, especially if you plan to discuss it at length.
6. Make a clear conclusion. Suggest potential applications.
7. Rehearse your talk aloud with a private audience.

### ***Presentation Preparation Instructions:***

- All pages should be in a horizontal format, not vertical.
- Leave 1/2" or 1cm margin on all four sides.
- No logos are permitted except on the title page.
- High contrast is important. Use white or yellow text on a medium blue background or black text on a white background.
- Use Arial font. Do not use fonts smaller than 24 point.
- For pages with text only, use no more than 6 lines, double spaced, per slide.
- For illustrations, make all lines, numbers, and captions of sufficient thickness and size so that they are projected clearly. Again, use Arial font no smaller than 24 point.



- Often, graphical data that are imported from another application have inadequate line width and font size to be useful. If necessary, re-draw the material using native PowerPoint graphics.
- Use duplicate copies of a page if you need to refer to it at different times in your presentation. Do not rely on moving back to previously shown pages.
- Save your presentation using a file name with the pattern "authorlastname\_2012\_title.ppt" (or .pdf) where *authorlastname* is your last name and *title* is the title of your presentation. Sample file name: Smith\_2012\_NutritionInterventions.ppt.
- Please properly cite your sources where appropriate.

**Confidentiality:** The content of electronic presentations is assumed to be placed in the public domain at the time of the conference.

**Distribution:** The HDA will make presentations available to the membership for download after the conference. Presentations will be in PDF format and will be posted to [eatrighthawaii.org](http://eatrighthawaii.org).

## **DURING YOUR PRESENTATION**

**Laser pointers:** You may use a laser pointer to direct the audience's attention to a particular area of an image during your presentation.

**Q&A:** There will be a short "Question and Answer" period immediately following each presentation. After a question is asked, please ensure that the audience understands the question by repeating it yourself before answering it. We ask that each speaker allow for 10 minutes in his/her allotted time.

**Time Allowed for Presentation:** Regular papers are allotted 20 minutes, with an additional 5 minutes for a question-and-answer period following each talk. Late news papers are allotted 10 minutes, with a 5 minute question-and-answer period. The Session Chairperson will introduce the speakers and will moderate the question-and-answer period.