

## Oral presentation guidelines

- Each speaker has 20 minutes (15 minutes for the presentation and 5 minutes for Q & A). Time limits will be enforced.
- A PC laptop, LCD projector and laser pointer will be provided in each room.
- Presenters are encouraged to upload their presentations during the week before the conference (See guidelines for uploading your presentation before the conference, option #1, below).
- Presentations not uploaded prior to the conference must be placed on a **USB flash drive or CD** and taken to the A/V prep room, Student Union Room 2562, for loading the day before the presentation (see guidelines for loading your presentation at the conference site, option #2, below). **All talks must be pre-loaded in the A/V prep room, SU 2562 – no talks will be loaded in session rooms and individual laptops will not be hooked up.**
- Computer-based presentations should use Powerpoint (PDF is also acceptable). We will be using PC laptops running **Microsoft Office 2003**. Mac users should take special care before the conference to ensure their presentation is compatible.
- Please do not use unusual fonts and limit use of animated images. Please do not use videos unless *absolutely necessary* for your presentation. Videos you must play in your PowerPoint presentation should be embedded and have separate back up copies (if you fail to embed the video, it will not play during your presentation; also note that embedding is not fail-safe and the video file should be stored on your presentation USB drive or CD).

### Option #1

#### Guidelines for uploading your presentation before the conference

Presenters are encouraged to upload their presentations during the week before the conference.

**Please note: uploaded talks will not be accepted after 12 pm (noon) Monday, May 18th.**

**After this date, you must bring your talk to the conference and follow the instructions for loading your presentation at the conference site.**

- Please check the program for information about your session, including the date, time and room number. Name your presentation file using the following guidelines:
  - PresentationDayAndTime-RoomNumber-PrimaryAuthorLastName-FirstInitial.ppt
    - **EXAMPLE: T830-2582-Smith-J.ppt**
    - Use a single letter for the day with R for Thursday – T, W, R or F
- Upload your **completed and finalized** presentation at <http://qgl.utoledo.edu/iaglr.php>
  - Please fill out all fields on the form.
- You will receive a confirmation message that your presentation was successfully uploaded. If you do not receive a confirmation, please try your upload again. Contact [meredith.gray@utoledo.edu](mailto:meredith.gray@utoledo.edu) if the problem persists.
- Presentations will be loaded onto the appropriate conference computers and backed up to CDs and USB drives. **Presenters should bring an additional backup of their talk on a USB drive or CD.**
- **Submit only presentations that are finalized.**
- Please contact [meredith.gray@utoledo.edu](mailto:meredith.gray@utoledo.edu) if you have any questions.

## Option #2

### Guidelines for loading your presentation at the conference site

- **Student Union Room 2562 is the A/V prep room.** It is located near the registration desk.
- **All presentations must be loaded onto the conference server in the A/V prep room, SU 2562. Talks will not be loaded in the presentation rooms.**
- A/V personnel will be in the prep room to load presentations during the following hours:
  - Monday, May 18th: 10 am – 9 pm
  - Tuesday, May 19th: 8 am – 6 pm
  - Wednesday, May 20th: 8 am – 6 pm
  - Thursday, May 21st: 8 am – 6 pm
  - Friday, May 22nd: 8 am – 12 pm
- **Monday, May 18, is an ideal time to load your talk,** as there are no sessions that day. A/V personnel will be in the prep room from 10 am – 9 pm to load your presentation.
- Please make every effort to load your presentation **THE DAY BEFORE** your session or earlier. The program will not be delayed because a talk is loaded last-minute or does not display properly on the conference computers. **Do not show up to your session room expecting to load your talk – you must take care of this at the A/V prep room in advance of your session.**
- **Before arriving to the A/V prep room,** check the program for information about your session, including the date, time and room number. Name your presentation file using the following guidelines:
  - PresentationDayAndTime-RoomNumber-PrimaryAuthorLastName-FirstInitial.ppt
    - **EXAMPLE: T830-2582-Smith-J.ppt**
    - Use a single letter for the day with R for Thursday – T, W, R or F
- Your talk must be placed on a USB drive or CD before arriving to the A/V prep room. No other storage devices will be supported and individual laptops will not be hooked up for loading.
- We will be using PCs running **Microsoft PowerPoint 2003**. If you are a Mac user, please be sure your presentation is PC-compatible before arriving to the prep room.
- You will be provided up to 3 minutes to view your presentation in the A/V prep room to ensure everything looks okay. This time is not for doing a practice talk.
- A/V personnel will be on hand in each session room to pull up the appropriate presentations on networked computers before sessions begin.

## Poster presentation guidelines

- The formal poster session will be Tuesday, May 19, from 6 pm – 8 pm, in the Student Union Auditorium (3<sup>rd</sup> Floor). **All posters should be in place by 2 pm that afternoon.**
- Poster boards and pushpins will be available in the Student Union Auditorium (3<sup>rd</sup> Floor) beginning Tuesday morning.
- Though poster boards will be 4 feet high by 8 feet wide (~1.2 meters high by ~2.4 meters wide), we recommend that posters be no higher than 3 feet and no wider than 4 feet (~1 meter high by ~1.2 meters wide).
- Additional advice on designing science posters can be found at: <http://www.conbio.org/studentaffairs/posters/>
- **All posters must be removed by 5 pm on Thursday, May 21.**