

# Oral Presenter Guide

## 2024 WA/BC & Idaho Chapter AFS Annual Meeting at the Centennial Hotel in Spokane, Washington

### Overview

Oral presentations will be given on April 30 – May 2, 2024. Please follow the directions below to ensure a successful presentation.

### Presentation Design Requirements

- Presentations must be designed in a 16:9 aspect.
- Office defaults to this aspect.
  - o If you need to change the aspect of your talk, go under the **Design** tab and click on the arrow next to **Slide Size** and choose **'16:9'**.

### Designing presentations on a MAC:

- Presentations need to be designed in MS Office PowerPoint for MAC.
- No .pdf files will be accepted.
- If you have any questions please contact: [audiovisual@idahoafs.org](mailto:audiovisual@idahoafs.org)

### Using Videos in Your Presentation:

- If your presentation includes video, please confirm with AV staff at the Media Center that there are no issues.
- All video files must be uploaded as a separate file from your PowerPoint presentation (**even if they are embedded in the presentation**).

### Uploading Your Presentation File

Oral presenters must upload their electronic presentations (PowerPoint presentations) through the ICASF Dropbox. A reminder, all video files must be uploaded as a separate file from your PowerPoint presentation (even if they are embedded in the presentation).

The link to the ICASF Dropbox, the username and password information is below. Presentations must be uploaded by **Friday, April 26, 2024 at 5:00 PM**.

**PRESENTATION** (and supporting files) **NAMING**: all uploaded file names need to include the name of the PRESENTER

EX: MAMERvietagretention2024.ppt along with MAMERvietagretention2024.avi

Use the following link to upload you powerpoint:

<https://www.dropbox.com/scl/fo/71tbpbsdz94pdnl0kht9/h?rlkey=mohe50s94ot536ic6shjkyhpn&dl=0>

Once you get to the link:

Click on **Copy to Dropbox**, then **Upload, File**.

Find your presentation and then click **Open**.

After it has uploaded an **Uploads** box should appear. Go ahead and close this box.

The file you just uploaded should have a check mark in the upper left corner. Click on the **Share Selected** button. Enter the audio visual email (audiovisual@idahoafs.org) in the email line. Click **Share file**.

Presenters can preview their presentations at the annual meeting by visiting the media center which will be located adjacent to the registration table in the Ballroom Prefunction area. The media center hours will be:

Monday, April 28	2:00 PM – 5:00 PM
Tuesday, April 29	7:00 AM – 4:00 PM
Wednesday, May 1	7:00 AM – 4:00 PM
Thursday, May 2	7:00 AM – 9:00 AM

## Presentation Length

All general session presentations are 20 minutes. Three things happen during this time period: the speaker introduction by the moderator (1 minute), the presentation (15-16 minutes), and the question and answer period (3-4 minutes).

**Presenters will not be allowed to go over the 20-minute time limit.** Since it is essential that we maintain the meeting schedule and keep the concurrent sessions synchronized all presentations must start and end on time with no exceptions. The moderator will notify you at 15 minutes. You will be asked to leave the podium at 20 minutes!

## Coordinating with the Moderator

A moderator will conduct each session. Please provide your moderator with a brief, one-paragraph biography that the moderator can use to introduce you. The biography should include: current position, organization, educational background, interests, and any other pertinent information.

## Presentation Guidelines

You will be speaking from a podium-mounted computer and microphone. You are encouraged to familiarize yourself with the computer, microphone, and laser-pointer **prior** to giving your presentation. Please meet with your moderator at the break preceding your presentation for instructions, if not sooner.

Oral presentations should generally contain the following elements: introduction, objectives, methods, results, and conclusions/implications. Make sure to clearly state your objectives. Avoid unnecessary detail in the methods unless the methodology is the central topic of your talk. Primarily discuss the results and conclusions/implications. The conclusions/implications should relate back to the objectives.

## Oral Presentation Contact

Presenters who need more information or assistance should contact the following:

### Oral Presentations (topic, content or session related):

Program chair: Sean Simmons ([sean@anglersatlas.com](mailto:sean@anglersatlas.com))

### Oral Presentations (AV design & uploading questions):

Kristi Stevenson ([audiovisual@idahoafs.org](mailto:audiovisual@idahoafs.org))