



GUIDELINES FOR ORAL PRESENTATIONS

ALBERTA CHAPTER OF THE WILDLIFE SOCIETY

Presentations – General

1. Only PowerPoint presentations will be accepted (e.g. no slides, video, or overheads). Note that if a presenter uses any other format than recommended here, it is their responsibility to ensure compatibility with conference equipment BEFORE their presentation.
2. Prepare your presentation as a single PowerPoint file to run on a Windows PC computer with Microsoft Office 2007 or 2010 . Save your file as a normal PowerPoint file (.ppt or pptx) not as a PowerPoint Show (.pps). If using PowerPoint 2010 (.pptx) it is best to also save a copy as PowerPoint 2007 (.ppt) to ensure compatibility with all computers at the conference.
3. Name your PowerPoint file with the day and time of the presentation and last name of the first author (e.g., sat_10:30_smith). Note: The final conference program will be available in early March and will be emailed to presenters shortly thereafter. This information will also be available on the Alberta Chapter website www.actws.ca.
4. **PowerPoint presentations must be submitted before the start of the conference proceedings on the day you are presenting.** Bring a copy of your presentation to the conference on a USB media storage device. Take your presentation to the room where you will be presenting before the morning sessions begin and ask the AV coordinator or session moderator to load it onto the computer. Please allow sufficient time to avoid delaying any sessions.
5. Conference organizers will load all presentations on conference computers. **Presenters will NOT be allowed to use their own laptop computers. Macintosh computers will NOT be available.**
6. Remember your presentation is limited to **12 minutes plus 3 minutes** for questions. You will not be able to extend your time if you have technical problems during your talk.

At the Conference

- We will not be able to provide a practice room or test computer for presentations, so it is the presenter's responsibility to ensure their presentation is prepared and compatible with the conference equipment.
- Arrive at your session 30 minutes prior to the beginning of the SESSION (not your presentation). Meet the session moderator and audio-visual volunteer. Become familiar with the room and with the operation of the 'forward' button for your PowerPoint presentation as well as pointers.
- Each session room will be equipped with a LCD (data) projector and a PowerPoint compatible laptop computer. An audio-visual volunteer will open and close your presentation. You will advance your own slides.
- Contributed paper presentations are limited to 12 minutes plus 3 minutes for questions. Under no circumstances may your presentation last longer than 15 minutes. Please respect the moderator's need to keep presentations on time..
- Reminder that the 3-minute question period also allows people to move between session rooms.
- The moderator, not the speaker, asks for questions from the audience.

Advice on Production of PowerPoint Graphics

- Keep visual aids simple. Convey only one idea per table, figure, or title slide. Figures from publications, theses, or dissertations normally do not make good PowerPoint slides.
- Too much detail detracts from the primary message of the slide. Use appropriate blank space.
- Slides should be readable to the unaided eye. You will be speaking in a large room.
- Text on title slides should be restricted to 7 lines. BIG IS BEAUTIFUL and easy to read.
- Use appropriate and compatible colors for type and backgrounds; don't be exotic. Color combinations with pleasing contrasts are preferable. Do not use colors you have not tested before.
- Avoid dark slides and overly dark backgrounds. Remember that color blind people cannot distinguish between red and green.
- Simple typefaces are preferable to fancy fonts. Bold type may be effective on title slides.

Advice on Production of PowerPoint Presentations

- Do all cropping of images in an image processing package, NOT PowerPoint. Save the cropped image as an external file and then insert the image into your presentation. We suggest saving image files in Portable Network Graphics format as the most space efficient and easiest to use format in PowerPoint presentations. If possible, reduce the resolution of pictures. Resolutions greater than 120 dpi do not improve the projected image, but do bloat file size and slow presentation loading time.
- Arial fonts are recommended. This is to prevent problems with incorrect font/character substitution that occurs when presentations are prepared in fonts not available on the conference computers. If you must use fonts other than Arial, EMBED them in your presentation when saving it as follows: (a) in the 'File' menu, click 'Save As'; (b) in the 'Save As' window, click 'Tools'; (c) in the 'Tools' menu click 'Embed TrueType Fonts'. You can embed any TrueType font that comes with Windows. Other TrueType fonts can be embedded only if they have no license restrictions. If a font can't be embedded (for example, it's not marked as being editable or installable), a message appears to tell you why. Saving a presentation with embedded fonts increases the file size of your presentation.
- Keep your presentation as simple as possible to avoid hardware and software conflicts. Audio and video files, animated text, animated figures, superscripts, and subscripts cause most of the problems.
- Avoid excessive animations that can be distracting.
- Check to be sure you are using the correct version of PowerPoint and Windows. See above or contact conference organizers if you are unsure.
- Complicated presentations may not display the same way on the conference computer as on your own computer. If at all possible, review your presentation on the conference computer during a break between sessions.
- You might find the following site helpful in answering your PowerPoint questions:
<http://www.computertips.com/Microsoftoffice/MsPowerPoint/aheader.htm>.