



## GUIDELINES FOR ORAL PRESENTATIONS ALBERTA CHAPTER THE WILDLIFE SOCIETY CONFERENCE

### Presentation types

- **Traditional oral presentation.** Presentations follow standard practices with 12 minutes of presentation plus 3 minutes for questions.
- **Speed talk.** Short presentations of 4 minutes. There will be a question period at the end of the speed talk session.

*Both presentation formats follow the general guidelines below.*

### Presentations – General

1. Only PowerPoint presentations will be accepted (e.g. no slides, video, or overheads).
2. Prepare your presentation as a single PowerPoint file to run on an IBM-compatible computer with Microsoft Office XP and save in a PowerPoint 2003 version (**not PowerPoint 2007**). Save your file as a normal PowerPoint file (.ppt). Do not save your file as a PowerPoint Show (.pps) file.
3. All presentations must run on the Windows operating system. Conference computers will run on Windows XP Professional (or more recent version). If at all possible, please create your presentation on the same version of Windows or at least test it on this version before submitting it. Otherwise errors may occur in your presentation at the conference.
4. PowerPoint presentations must be submitted in advance of your scheduled session (not your presentation).
5. Name your PowerPoint file with the day and time of the presentation and last name of the first author (e.g., mon\_10:30\_smith). Note: The final conference program will be available at the end of February and will be emailed to presenters shortly thereafter.
6. Bring one copy of your presentation to the conference on a USB media storage device. This copy is to be used as a backup by you and the conference organizers if required. Make sure your presentation file is properly labeled with your name, presentation day, and time.
7. 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.



8. All presenters will be given the opportunity to check their presentations on-site, before their presentation time. A computer will be set up at the back of each room where presentations are occurring.
9. Remember your presentation is limited in time for presenting and for questions. You will not be able to extend your time if you have technical problems during your talk.

### **At the Conference**

- Schedule a time to check your presentation prior to your session (in the mornings, evenings or during breaks). to the overall number of presenters, speakers are advised to reserve a time for previewing their presentation. A schedule will be posted by the computer station.
- 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.
- Traditional contributed paper presentations are limited to 12 minutes plus 3 minutes for questions. Speed talks are limited to 4 minutes. There will be a question period at the end of the speed talk session. Under no circumstances may your presentation last longer than 15, or 4, minutes, respectively. The moderator will be assertive in monitoring times. Please respect that.
- Remember that the 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 try to be exotic. Avoid white backgrounds. Color combinations with pleasing contrasts are preferable.
- Examples of suggested combinations are: white or yellow type on a blue background, and yellow type on a green background. Do not use colors you have not tested before.
- Avoid dark slides and overly dark backgrounds. Remember that colorblind 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.
- Use Arial fonts for all slides. 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.
- Check to be sure you are using the correct version of PowerPoint and Windows. See PowerPoint Presentations - General 2 and 3, above.
- 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.