ORAL PRESENTER GUIDELINES

SESSION PRESENTATIONS

After determining in what session you will be presenting and the order of delivery assigned to your presentation, please save your presentation as a Powerpoint (or other appropriate file type for your work) using the following naming convention:

- Start presentation number from the program, with a dash (Session 4, 4th presentation would be 4_4)
- Then list presenter surnames in order they exist in program (if presenter order should be changed, contact pcesc.sk@gmail.com)
- E.g., "4_4_ Rustad, Smith.pptx"

Please submit your oral presentations to pcesc.sk@gmail.com before 5:00 PM MST on Friday, May 1st. The presentations that are submitted by the deadline above will be loaded onto the computers in each concurrent room for you but remember - it is always good practice to bring your own backup! If you do not submit your presentation by this date, you will be responsible for finding a moderator or AV representative to put your presentation on the proper computer well IN ADVANCE of the concurrent session that you are taking part in.

If your presentation is too large to email, please use https://www.wetransfer.com/ to send your presentation to pcesc.sk@gmail.com, making sure that your name and session number is in the notes.

Please check in with your session moderator in your assigned room in the break before your session.

All rooms are equipped with projector(s), screen, presenter remote with laser pointer, and wireless and podium microphones. All conference computers operate with Microsoft 365 (PC, not MAC based).

- Presenters are responsible for ensuring that their presentation material is compatible with conference equipment, and that it is uploaded successfully on the conference PC prior to session start. Use of personal laptops is not permitted.
- The session moderator should be available in each room prior to session start to help you load and test your presentation. Presentation files will be saved in daily folders by time slot (e.g. Wednesday-1). All files will be deleted at the end of the conference.
- Please ensure visuals are simple, clear and easily read. Effective slides contain few words, and avoid highly complex figures and tables. Use large font sizes and illustrations for maximum effectiveness.
- Any videos in presentations need to be sent as a separate file. Videos embedded or hyperlinked into PowerPoint presentations do not always work.

Please plan to speak for no more than 15 minutes and be prepared to spend another 3 minutes responding to any questions that arise. An additional 2 minutes account for the time needed to

find your presentation, introduce you, transition between presenters, and allow audiences to move among presentation rooms. Be aware that moderators will be instructed to cut off presentations that go over the allotted time. Limit your presentation to key points that will convey the issue or research question, any methods or plans to address it, the outcomes experienced or expected, and the key take-home messages. Practice to ensure that it flows well and that you are able to cover everything planned in the available time.