



## ORAL PRESENTATION GUIDELINES

### CONCURRENT SESSION PRESENTATIONS

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

- Start with the session number followed by underscore (e.g., Session 6 – Landowner Engagement = “6”)
- Add the presentation number followed by underscore (e.g., 2<sup>nd</sup> presentation in session = “2”)
- Finally, list presenter surnames in alphabetical order
- E.g., “6\_2\_Hanna, Reesor.pptx”

Please submit your oral presentations to [pcscab2023@gmail.com](mailto:pcscab2023@gmail.com) before 5:00 PM MST on Friday, February 17. Presentations submitted by the deadline above will be loaded onto the computers in each concurrent room for you, but please note that 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 the AV representative to put your presentation on the proper computer well IN ADVANCE of your concurrent session.

If your presentation is too large to email, please use <https://www.wetransfer.com/> to send your presentation to [pcscab2023@gmail.com](mailto:pcscab2023@gmail.com), making sure that your name and session number are 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), screens, presenter remotes with laser pointer, and wireless and podium microphones. All conference computers operate with Microsoft Office Suite 2010 applications (PC, not MAC based).

- Presenters are responsible for ensuring 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.
- An AV representative will be available in each room 30 minutes prior to session start to help load and test presentations. 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 separate files. 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 two minutes accounts for the time needed to locate presentations, introduce speakers, transition between presentations, and allow audiences to move among session 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 your presentation flows well and that you are able to cover everything planned in the available time.