

SYMPOSIUM AND ORAL PRESENTATIONS

About: Oral presentations are grouped by topic, with day/time information available online: <http://birenheide.com/scb/schedule/sessions.php>

Oral presentation rooms will be equipped with a computer and a data projector. A laser pointer will also be provided.

Timing: Oral presentations are limited to fifteen (15) minutes: twelve (12) minutes for presenting and three (3) minutes for questions. (Symposium presentation times may differ based on the organizer's designated format). Time will be strictly enforced by session moderators to keep concurrent sessions in synchrony.

How to prepare your file: To ensure your presentation runs as expected, we ask that the following steps be taken while preparing to save your file:

- 1) Make sure any video/audio files are properly linked
- 2) If saving to a CD, please package all files (video, audio, etc.) This can be done under the "File" menu of PowerPoint, under "Package For CD"
- 3) Embed fonts. This can be done under the "Tools→save options" when you're saving your file.

How to save your file: Please save your oral presentations to a USB stick (preferred), CD, or DVD. We strongly recommend you also save your presentation on a back-up medium and bring that to the conference as well. **Presentation file names** should include your day of presentation and salon (i.e., room) number, specific time of presentation (in 24hr format), and last name as illustrated in the following example: **Sunday7_1415_Jones**.

How to submit your presentation: Presentations will be **submitted onsite** at the conference. All presentations **MUST** be submitted to the speaker preparation room (Salon 7) at the Shaw Conference Centre **AT LEAST ONE DAY BEFORE** your presentation. Presentations will **NOT** be uploaded in the individual session rooms. There will be SCB volunteers to assist with presentation submission. Please know the day of your presentation <http://birenheide.com/scb/schedule/sessions.php> to help expedite the submission process.

SPEED PRESENTATIONS

About: Speed presentations are grouped by topic, with day/time information available online: <http://birenheide.com/scb/schedule/sessions.php> . In the first hour of a speed presentation session, Speakers will be given four (4) minutes each to present their key ideas and results. This typically equates to ~4-5 PowerPoint slides, if using PowerPoint. In the second hour, presenters will station themselves at separate, designated tables where they can interact with people who are interested in learning more about their work.

The speed presentation room will be equipped with a computer and a data projector. A laser pointer will also be provided.

Timing: The 4-minute time limit will be strictly observed. A count-down timer with a short alarm (at the 4-minute mark) will be at the podium to help keep speakers on track. Some presenters ask a question as a starter for the discussion hour to their audience i.e. "my question to you is ... ". If you like this idea, please do ask a question, however it is not a requirement of the format of the speed presentation.

How to prepare your file: To ensure your presentation runs as expected, we ask that the following steps be taken while preparing to save your file:

- 1) Embed all audio or video files
- 2) If saving to a CD, please package all files (PowerPoint, video, audio, etc.) This can be done under the "File" menu of PowerPoint, under "Package For CD"
- 3) Embed fonts. This can be done under the "Tools→save options" when you're saving your file

How to save your file: Please save your speed presentation to a USB stick, CD, or DVD. We strongly recommend you also save your presentation on a back-up medium and bring that to the conference as well. Presentation file names should include your day of presentation and room number (all speed presentations are in Salon 8), specific time of presentation (in 24hr format), and last name as illustrated in the following example: **Sunday8_1415_Jones.**

How to submit your presentation: Presentations will be submitted onsite at the conference. All presentations **MUST** be submitted to the speaker preparation room (Salon 7) at the Shaw Conference Centre **AT LEAST ONE DAY BEFORE** your presentation. Presentations will **NOT** be uploaded in the individual session rooms. There will be SCB volunteers to assist with presentation submission. Please know the day of your presentation <http://birenheide.com/scb/schedule/sessions.php> to help expedite the submission process.

POSTER PRESENTATIONS

About: Posters will be displayed throughout the Congress in the exhibit halls on the Assembly Level of the Shaw Conference Centre. Two dedicated poster sessions will be held during the Congress to allow in-depth discussion between authors and attendees: 1) Sunday from 6:00-7:30pm and 2) Tuesday from 6:00-7:30pm. Presenting authors are requested to attend these sessions to take advantage of opportunities to discuss their work with Congress participants. Please note that your poster should be printed in landscape orientation in order to fit appropriately on the poster board. **A designated poster number will be assigned to you by the end of June, which will correspond with your assigned poster board in the exhibit hall.**

Timing: Presenters in the Sunday section may set-up posters starting at 9:00 a.m. on Saturday, July 3 in the exhibit halls, and leave them up until 2pm Monday afternoon (July 5th). Presenters in the Tuesday section may set-up their posters starting at 4pm on Monday, July 5th and leave them up until 4:30pm Wednesday afternoon (July 7th). Posters not removed by the appropriate time will be removed by SCB volunteers and left in a designated “poster pick-up area.”

How to prepare your poster: Each poster presenter will be provided with a surface to mount their poster presentation, as well as pushpins. In order to accommodate two posters on each side of the poster board, each poster is limited to a rectangle 36” (90 cm) tall by 42” (105 cm) wide. Poster materials should be legible from a distance of 6.5 feet (two meters). Lettering in text and figures should be at least 5 mm, and the heading should be at least 10 mm. The title of the paper, the authors and their affiliations should appear near the top of the poster in letters approximately 25 mm high. Advice on designing conservation science posters is available at <http://www.conbio.org/studentaffairs/posters>.